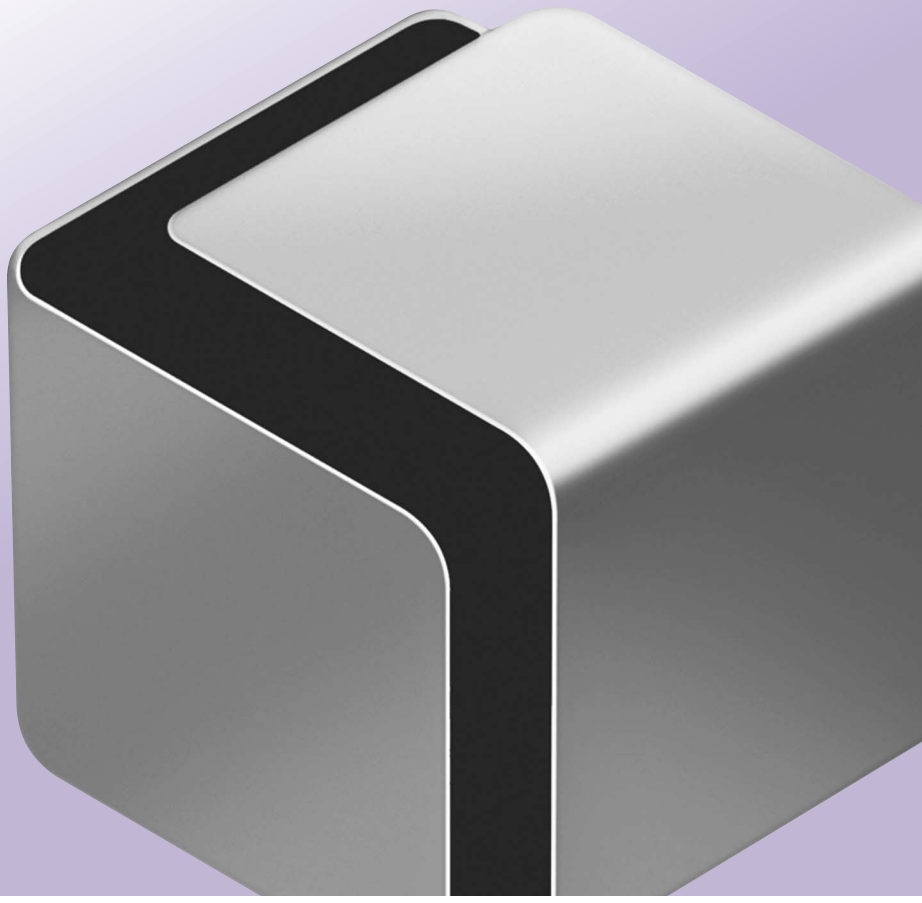
Canon

Voice Guidance Kit

User's Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference. ENG

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Voice Guidance Kit
User's Guide

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How This Manual Is Organized

Chapter 1 Before You Start Using This Product

Chapter 2 Making Copies in the Voice Navigation Mode

Chapter 3 Using the Send and Fax Functions in the Voice Navigation Mode

Chapter 4 Customizing Settings

Chapter 5 Appendix

Includes a summary of the various Copy modes that can be used in the Voice Navigation Mode.

- Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com.)

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Preface

Thank you for purchasing the Canon Voice Guidance Kit. Please read this manual thoroughly before operating the Voice Guidance Kit to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

The Voice Guidance Kit enables users of a Canon MFP/Color MFP (hereinafter referred to as "the machine") to hear voice instructions when operating the machine.

It may be necessary to expand the memory or add a PCI expansion slot to your machine in order to use the Voice Navigation mode, depending on the model of your machine.

A PDF file of this manual is included on the CD-ROM included with this kit. For users who are visually impaired, the content of this manual is also explained in full text format in the "Voice Guidance Kit User's Guide - Text Version" file contained on the CD-ROM included with this kit. If necessary, please use a screen reader with the "Voice Guidance Kit User's Guide - Text Version" file to help you operate the machine.

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How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠WARNING Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

⚠CAUTION Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.

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IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

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Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken of the imageRUNNER ADVANCE C5051 with paper sizes displayed in inches, unless otherwise stated.

[Direct] may be displayed as [1:1], depending on the region you live in.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

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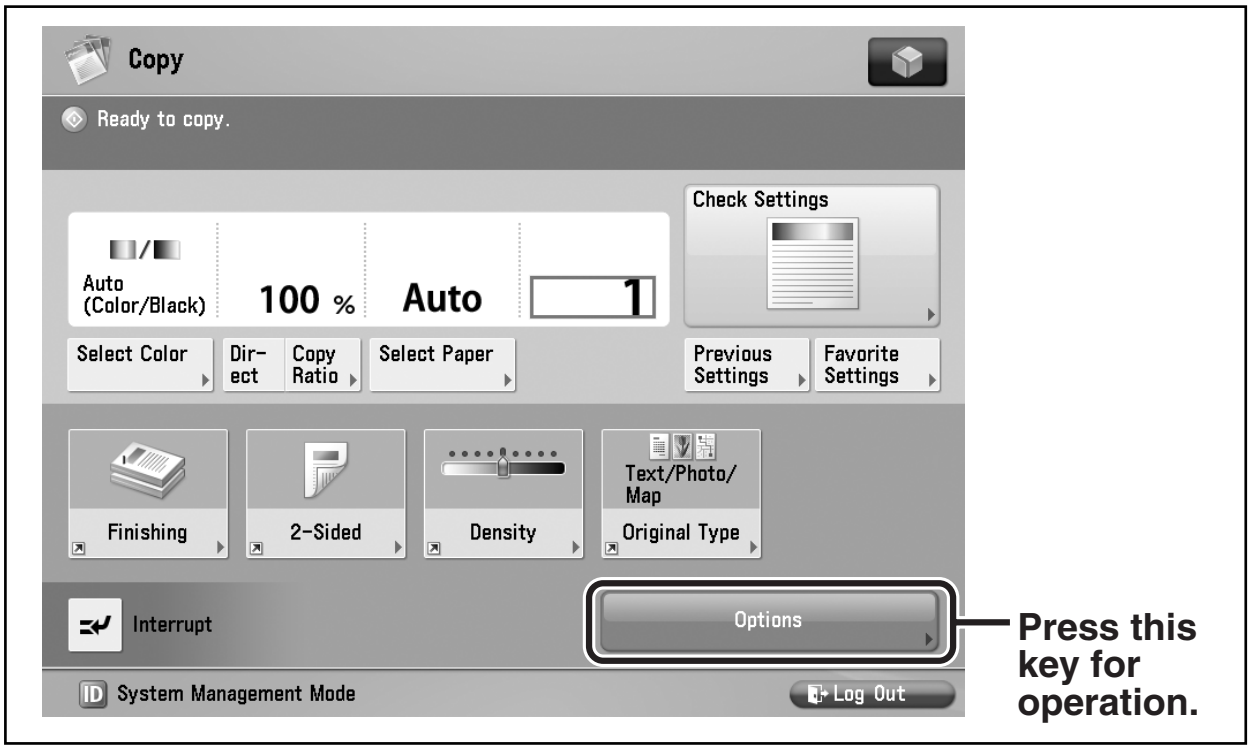
The keys which you should press are marked with a ( ), as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Select the keys which suit your needs.



If you find it difficult to read what is on the touch panel display, reverse the display colors. The resulting display will have white text on a black background. For instructions on reversing the display colors, see "Reversing the Contrast of the Touch Panel Display," on p. 1-18.

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Before You Start Using This Product

CHAPTER 1

This chapter is an introduction to the Voice Navigation mode.

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Overview of the Voice Navigation Mode

The Voice Navigation mode enables you to receive voice instructions when operating the machine.

■ Operations for which voice navigation instructions are available

Voice guide is available for the following operations:

- Regular Copy Basic Features screen
  - -Specifying the number of copies
  - -Select Paper
  - -Copy ratio
  - -Color select
- Options screen
  - -Original Type
  - -Density
  - -2-Sided
  - -Finishing mode
- Voice Navigation Settings (from the Settings/Registration screen)
- Scan and Send/Fax
- Other (Notice of a paper jam, error, etc.)

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⚠CAUTION

Voice guide is not available for paper jam removal procedures, or toner replacement procedures. As it is necessary to open certain covers of the machine depending on your machine model, to perform these procedures, please seek assistance, and do not open the covers. The procedure for opening and closing the covers of the machine may result in personal injury. Also, there are some areas inside the machine which are subject to high voltages. Therefore, do not touch the inside of the machine, as this may result in burns or electrical shock.

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NOTE

- This manual contains explanations of using the basic copy, scan and send, and fax features of the machine with the Voice Navigation mode. For more detailed information on the functions of the machine, see the instruction manuals that came with your machine.
- The handling of errors in the machine is not supported by the Voice Navigation mode. However, the voice guide will announce that a paper jam has occurred. Please seek assistance if the voice guide announces that there is a paper jam.
- Some functions may not be available depending on the model of the machine you are using.
- For more information on specifying the functions mentioned in this manual, see Chapter 5, "Appendix," or the instruction manuals included with the machine.

■ Voice guide for operation results

Enables you to hear the results of operations, such as confirming the settings that you just made.

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■ Volume/speed settings

You can set the volume, speed, and type of voice to hear, such as a male or female voice, in Voice Navigation Settings (from the Settings/Registration screen). (See Chapter 4, "Customizing Settings.")

IMPORTANT

- If your machine is equipped with the Device Information Delivery Settings mode and device information is being updated, input from the control panel keys may not be received, and Voice Navigation messages may not be heard. In this case, check the screen that is displayed on the touch panel display or please seek assistance if you cannot hear Voice Navigation messages from the machine.
- You cannot operate from the touch panel display when the Voice Navigation mode is set.

NOTE

The Express Copy Basic Features screen is not supported with the Voice Navigation mode.

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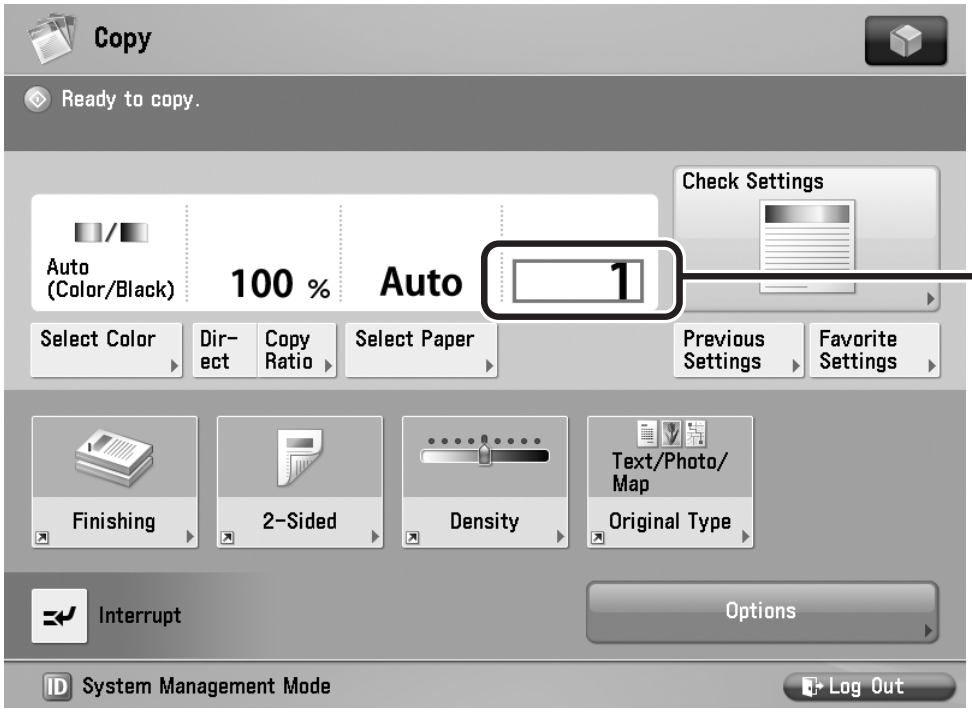
Parts and Their Functions

This section provides you with a description of the functions of the control panel, speaker, and touch panel display.

Control Panel

When you are using the Voice Navigation mode, a red rectangle (hereinafter called "the focus") appears over keys and settings on the touch panel display.



When in the Voice Navigation mode, use the numeric keys on the control panel to perform the following operations:

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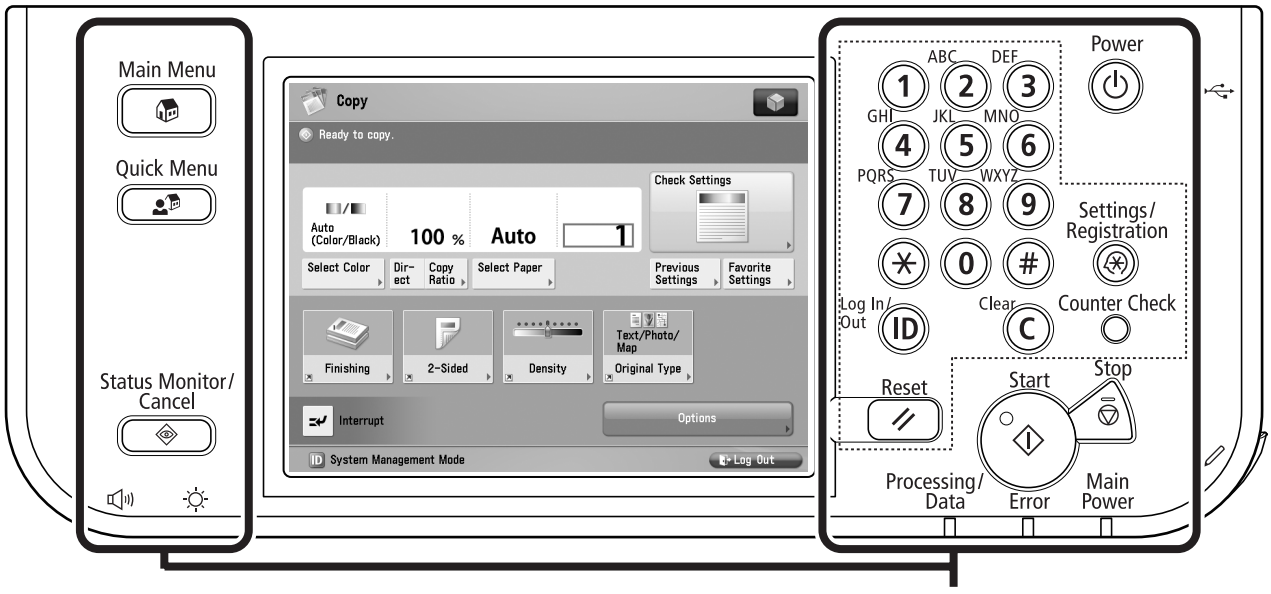
IMPORTANT

The type of control panel (i.e., the number and position of the keys) may differ depending on the machine model you are using. However, the key functions are the same. The differences between the two types of control panels are outlined below.

■ Type A Control Panel



Control Panel

① Checks the Status of the Machine

Press to hear the message that is displayed in the Job/Print Status Display Area. (Some messages may not be heard.)

③ Pause

Press to pause a Voice Navigation message.

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④ Back
Press to move the focus to the previous item.

⑤ Select
Press to select a setting.

⑥ Next
Press to move the focus to the next item.

⑦ Checks the Current Settings
Press to hear all of the currently specified settings.

⑧ Repeat
Press to hear the Voice Navigation message again. (If you paused the Voice Navigation message, the message starts again.)

⑨ Current Screen and Item
Press to hear the name of the current screen, and the item that is selected with the focus.

✳ Decrease Volume
Press to decrease the speaker volume.

 # Increase Volume
Press to increase the speaker volume.

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ID Confirm

Press to confirm your settings or values you have entered, and select functions. For example, pressing ID (Confirm) returns the same result as procedures which require you to press [OK], [Next], or [Close].

Reset

Press to restore the default settings for the Copy or Send function. Also, press and hold (Reset) for more than five seconds to start or stop the Voice Navigation mode.

Counter Check

Press to hear an explanation of the operations performed with the control panel keys when the Voice Navigation mode is set. When you are in the Voice Navigation mode, the regular Counter Check screen of the machine is not displayed.

C Clear

Press to clear entered numbers or values.

Start

Press to start copying/sending.

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Stop

Press to stop a copy/send job in progress.

Energy Saver

Press to set or cancel the Energy Saver mode.

Control Panel Power Switch (Sub Power Supply)

Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

Main Power Indicator

Lights when the main power is turned ON.

Error Indicator

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

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Processing/Data Indicator

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, fax data is stored in memory.

Brightness Adjustment Dial

Use to adjust the brightness of the touch panel display.

Settings/Registration

Press to specify settings/registration.

Volume Settings Key

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

Main Menu key

Press to return to the main menu screen.

Quick Menu key

Press to retrieve a favorite functions stored in Quick Menu. Also, if you are using authentication, Quick Menu set for each individual user can be displayed.

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Status Monitor/Cancel key

Press to check the status of jobs or to cancel print jobs. Also, press to check status of the machine, such as checking the amount of paper remaining.

NOTE

- The Energy Saver key, Control Panel Power Switch, Volume Settings key, Quick Menu key, and Status Monitor/Cancel key, cannot be used when in the Voice Navigation mode.
- According to the model of the machine you are using, the control panel may resemble the following.

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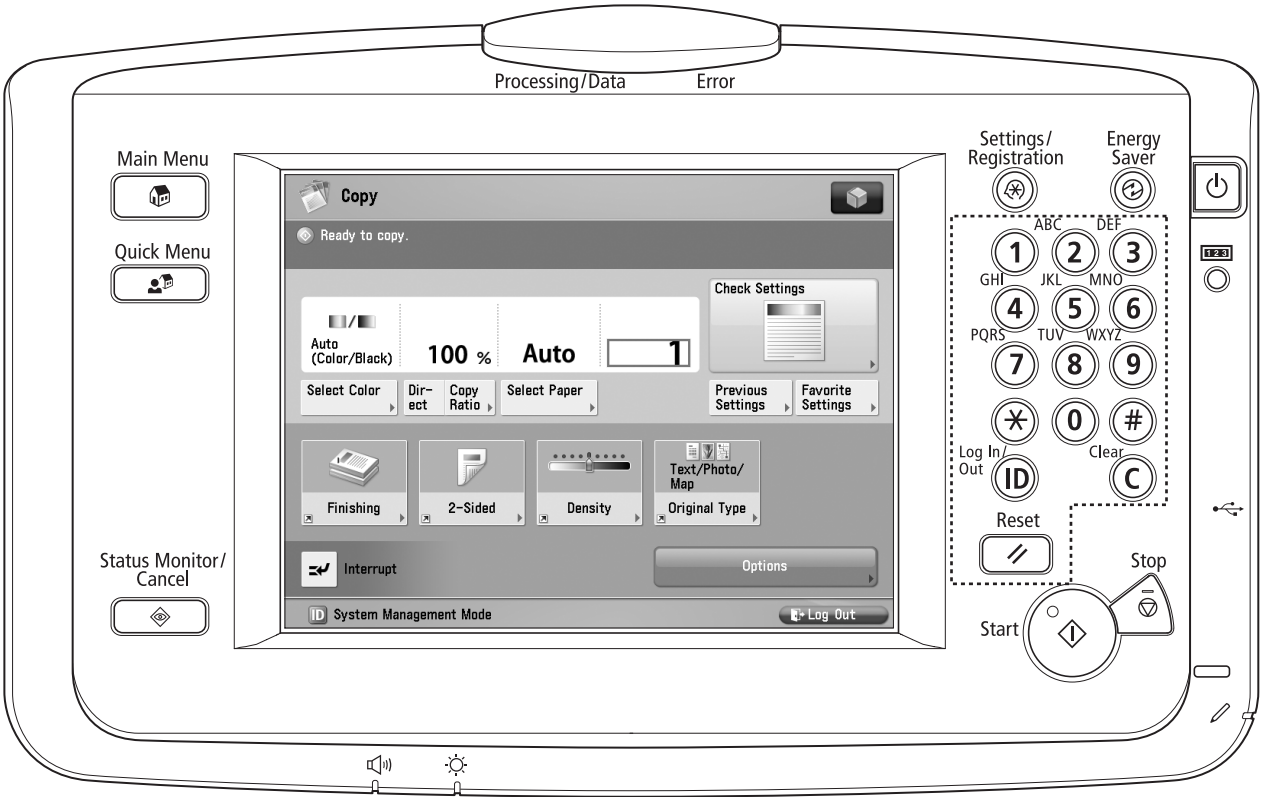
■Type B Control Panel



IMPORTANT

The differences between the Type A control panel and Type B control panel is that the control panel is supported by an arm above the machine. The (Counter Check), (Settings/Registration), (Control Panel Power Switch) keys are in different positions.

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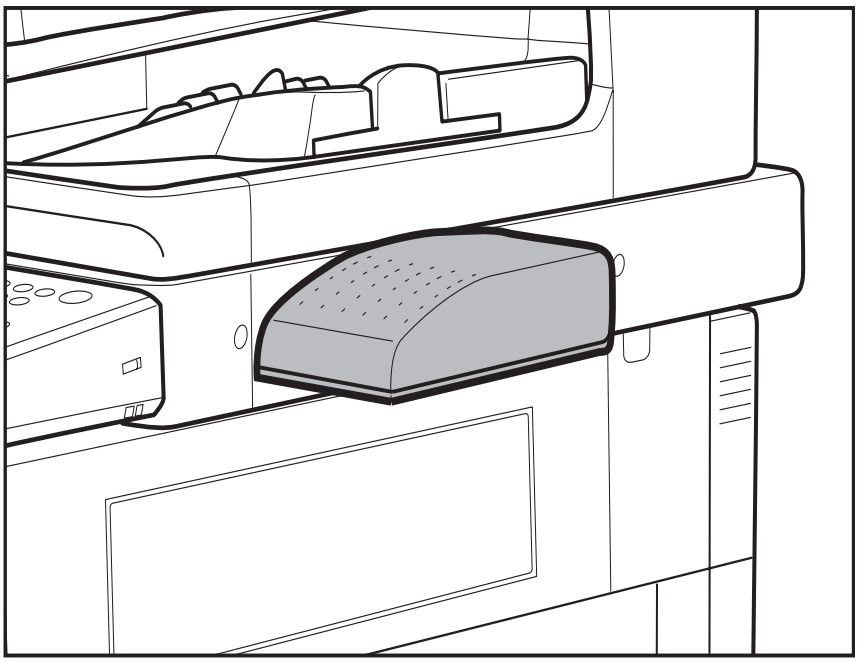
Speaker

The Voice Guidance Kit includes a speaker for hearing Voice Navigation messages.

■ When the speaker is attached to the machine:



The speaker is attached to the right side of the machine slightly below the feeder.

⚠CAUTION

Only the speaker should be connected to the jack on the machine. Connecting other devices to the jack may cause damage to the machine.

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IMPORTANT

Make sure not to get the cables of the speaker caught when opening or closing the cover on the right side of the machine, as this may cause damage to the cables, and result in the speaker not operating correctly.

NOTE

Voice Navigation messages cannot be heard using the internal speaker of the machine.

You must use the external speaker included with the Voice Guidance Kit to be able to hear Voice Navigation messages.

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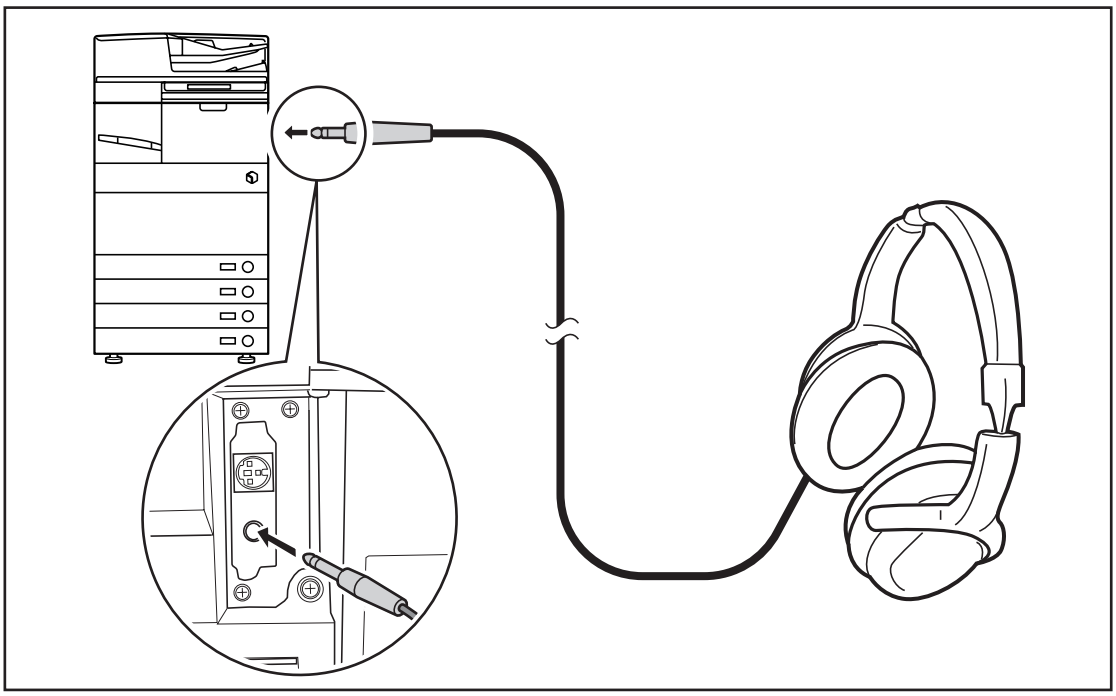
Earphones/Headphones

This product enables you to use commercially available earphones or headphones to hear Voice Navigation messages. Use earphones or headphones when it is difficult to hear due to noisy surroundings, or when you cannot use the speaker to hear Voice Navigation messages.

Use earphones/headphones by connecting them to the earphone/headphone jack (ø3.5 mm) located on the side of the machine. Note that you may not be able to use earphones/ headphones, depending on the model of your machine.

■ Using Earphones/Headphones



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⚠CAUTION

Do not connect other devices to the earphone/headphone jack. Also, make sure that the main power of the machine is OFF before connecting earphones/headphones. Connecting earphones/headphones when the main power of the machine is ON may cause damage to this product.

NOTE

- Do not let the cable of the earphones/headphones get caught in the main unit cover or feeder/platen cover to ensure the clearest sound possible. Ensuring that the earphone/headphone and speaker cables are parallel to each other when connected is recommended.
- Contact the store where you purchased your earphones/headphones for information on wiring and volume adjustment.

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- Voice Navigation messages are output from the speaker of the machine by default, even if you connect earphones/headphones to the jack on the side of the machine. For instructions on hearing Voice Navigation messages only from earphones/headphones, see "Enabling/Disabling the Voice Guide from Speaker," on p. 4-21.

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it difficult to read what is being shown on the touch panel display, try using this mode. The resulting display will have white text on a black background.

NOTE
The default setting is 'Off'.

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1 **Press (Settings/Registration) → [Preferences] → [▼] → [Accessibility].**

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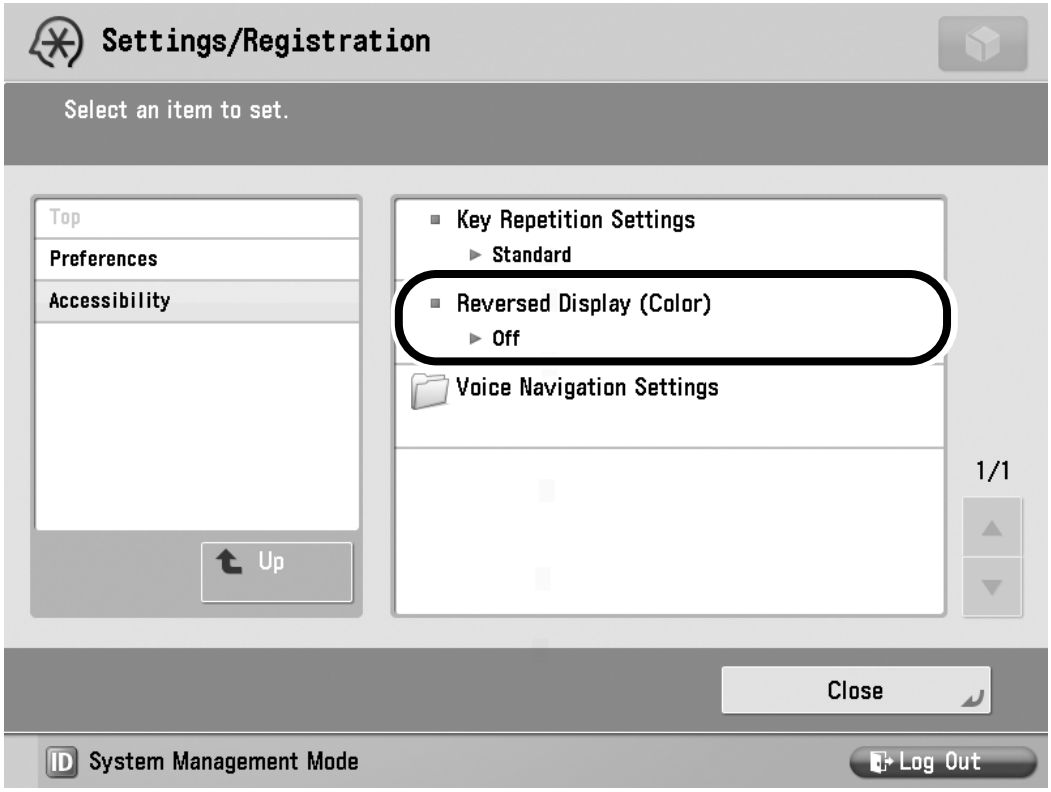
2 Press [Reversed Display (Color)].



3 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: The colors of the touch panel display screen are reversed (i.e., the areas that are normally light dark, and vice versa).

[Off]: The touch panel display screen returns to its default colors.

4 Press [Close] until the Basic Features screen appears.

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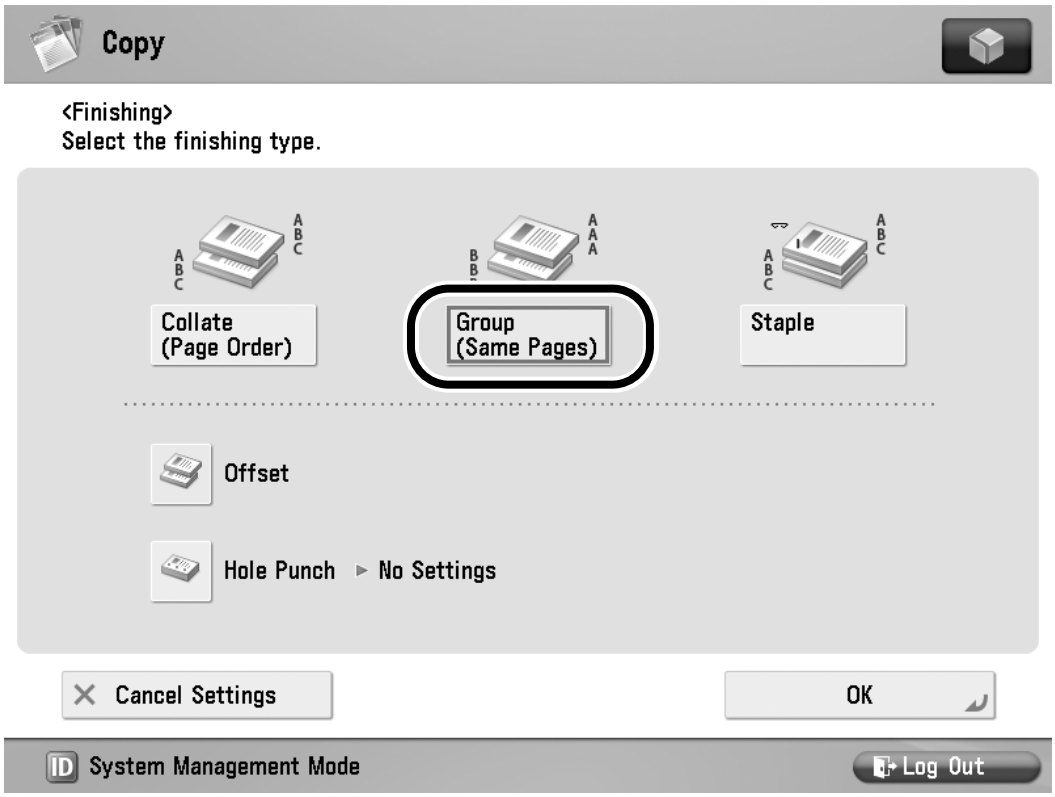
Moving the Focus

To move the focus to the left, press ④ (Back). To move the focus to the right, press ⑥ (Next).

The focus encircles a selectable item. Move the focus over the desired item that you want to select → press ⑤ (Select).



In the example above, the focus is over [Group (Same Pages)]. To select the Group mode, press ⑤ (Select).

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NOTE

- The focus cannot be moved to functions, settings, or screens that are not supported by the Voice Navigation mode.
- The focus is not displayed on any other screens other than the Main Menu screen, Copy Basic Features screen, Scan and Send Basic Features screen, Fax Basic Features screen, and Settings/Registration screen.
- You will hear a beeping sound when you move the focus away from the first setting the focus is over, and when the focus returns to the first setting the focus is over.
- For more information on the modes and settings that are supported by the Voice Navigation mode, see Chapter 5, "Appendix."

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Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a (Control Panel Power Switch), as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

This section explains how to turn ON the main power.

IMPORTANT
Please seek assistance when performing this procedure.

1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING
Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

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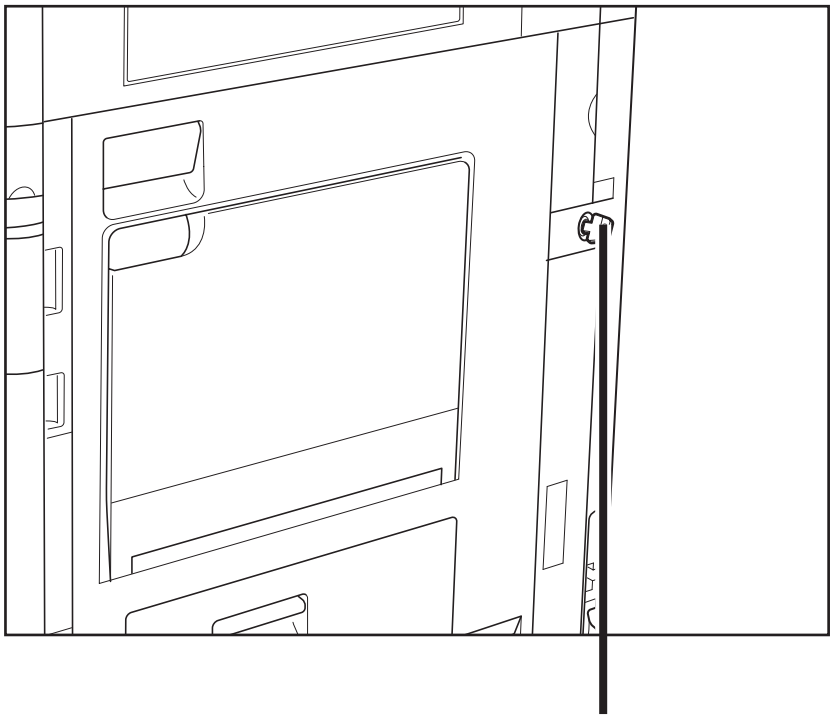
2 **If the optional security key is inserted into the machine, make sure that it is in the ON position (turn it to the right).**



Security
When using the machine, insert the security key into the main unit, and then turn it to the right.

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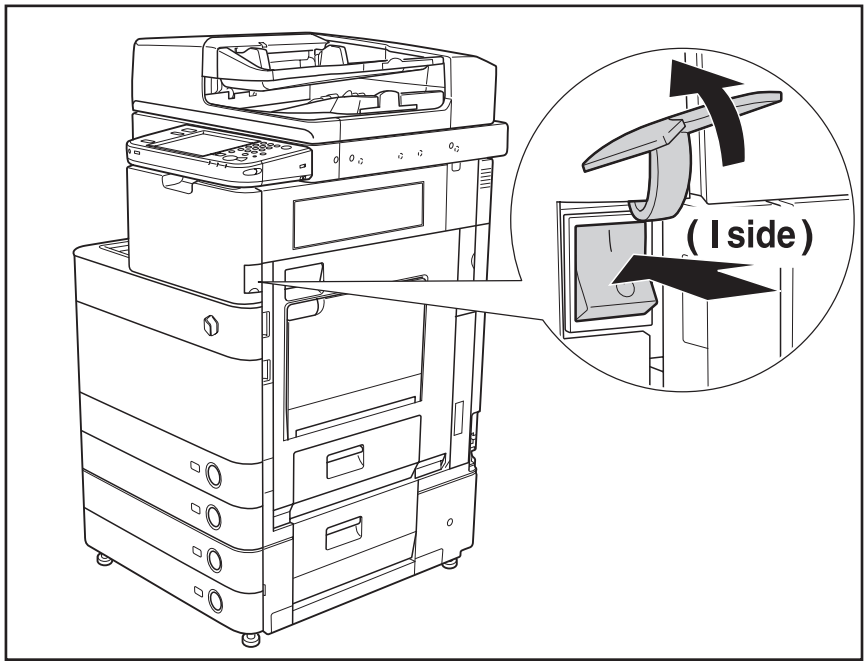
3 Press the main power switch to the "I" side. The main power switch is located on the right side of the machine.



The main power indicator on the control panel lights when the main power switch is turned ON.

When operating the main power switch, open the main power switch cover.

IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF.

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4 Various screens are displayed when system software is loading.

If you are using Department ID Management or Department ID Management with the Card Reader, see "Flow of Copy Operations," on p. 2-9.

IMPORTANT

The screen for entering the user name and password for the login service is not supported by the Voice Navigation mode. Also, the machine will not enter the Voice Navigation mode if a login service is being used.

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❑ The Start Up screen is displayed until the Main Menu screen appears.

NOTE

The time it takes for the Main Menu screen to display may differ according to the model of the machine you are using.

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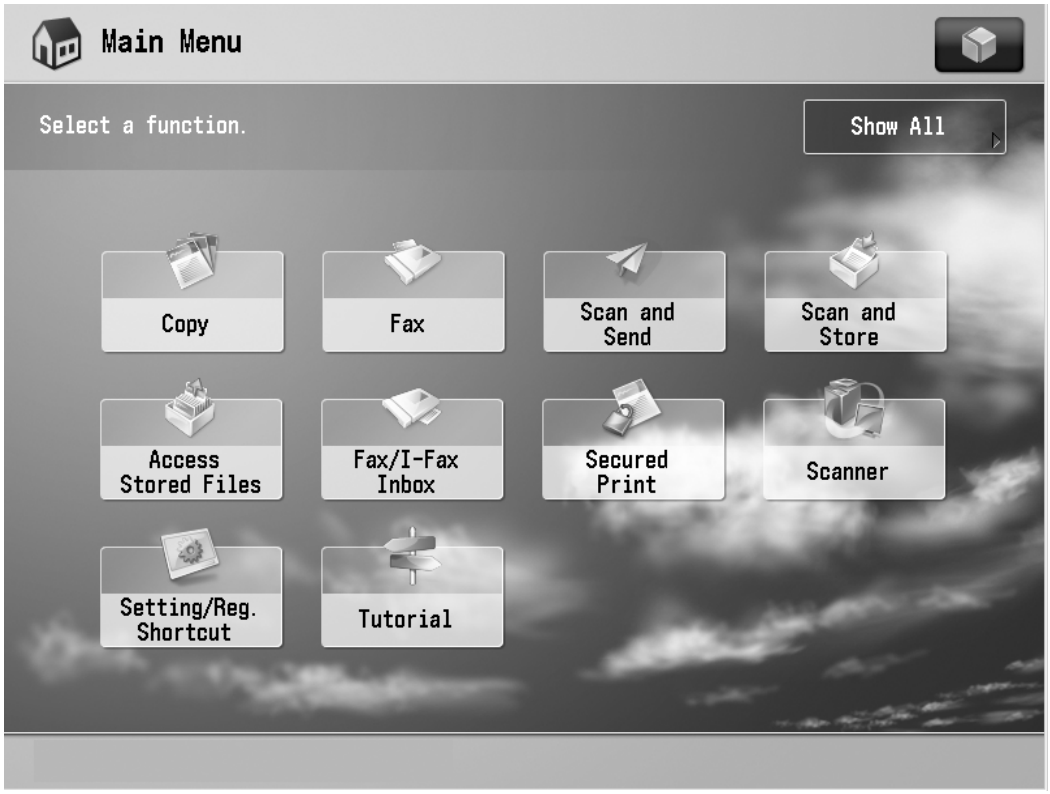
The screen below is displayed.



5 To activate the voice guide, proceed to "Starting the Voice Navigation Mode," on p. 1-32.

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NOTE

- For information on login services, see the instruction manuals that came with your machine.
- You can change the display order of the function that appears on the Main Menu screen. (See the instruction manuals that came with your machine.)
- You can change the Start Up screen to other than Main Menu screen, but cannot be used with the Voice Navigation mode. (See the instruction manuals that came with your machine.)

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Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON.

When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

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1 Press the main power switch to the "⏻" side.

When operating the main power switch, open the main power switch cover.

IMPORTANT

- If you want to be able to send or receive I-fax or fax documents, do not turn the main power OFF. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- The machine may continue to operate during the shutdown process. Do not unplug the power cord until the main power indicator of the machine is OFF.
- If the main power is turned OFF during scanning or printing, a paper jam may occur.

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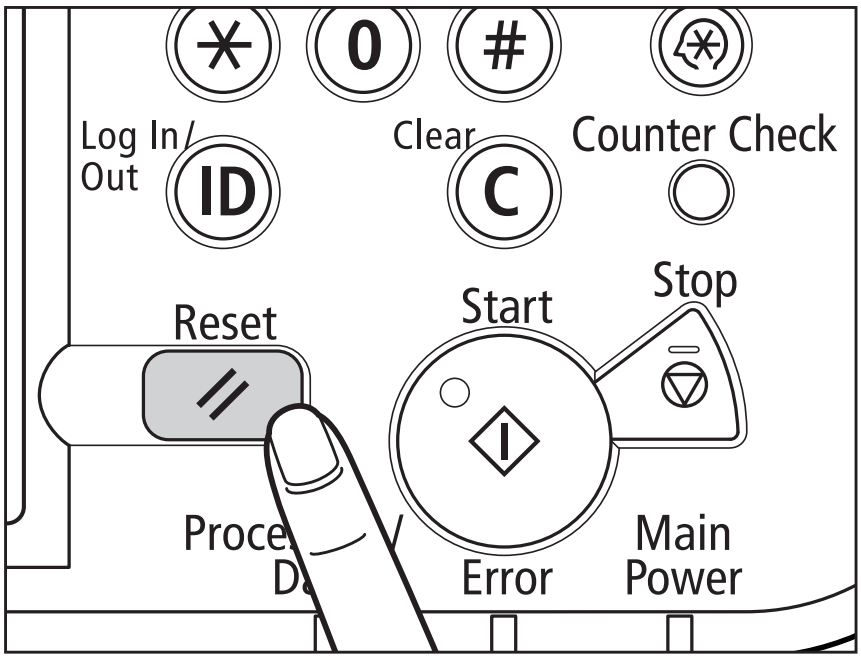
Starting the Voice Navigation Mode

1 Press and hold (Reset) for more than five seconds.



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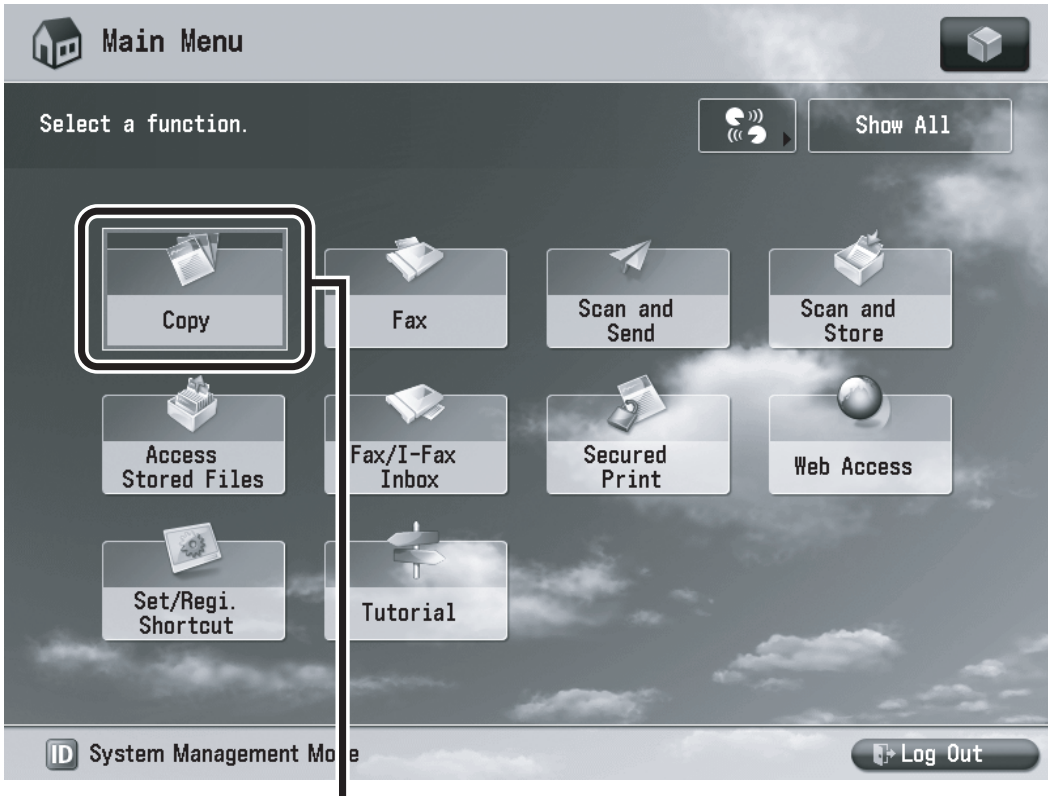
You will hear, "The voice navigation will begin with the manual mode." and then the focus is displayed on the touch panel display.



The Focus

IMPORTANT

If nothing is displayed on the touch panel display, or if the machine is in the Sleep mode, the Voice Navigation mode will not start even if you press and hold (Reset) for more than five seconds.

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NOTE

- For information on how to resume operating the machine when the main power is turned OFF, see "How to Turn ON the Main Power," on p. 1-23. If the machine has entered the Energy Saver, Sleep, or Low-Power mode, see the instruction manuals that came with your machine.
- Depending on the model of the machine you are using, the voice may be distorted if you start the Voice Navigation mode immediately after the machine is started. However, you can continue using the Voice Navigation mode normally. (The voice will return to normal approximately 60 seconds after starting the machine.)

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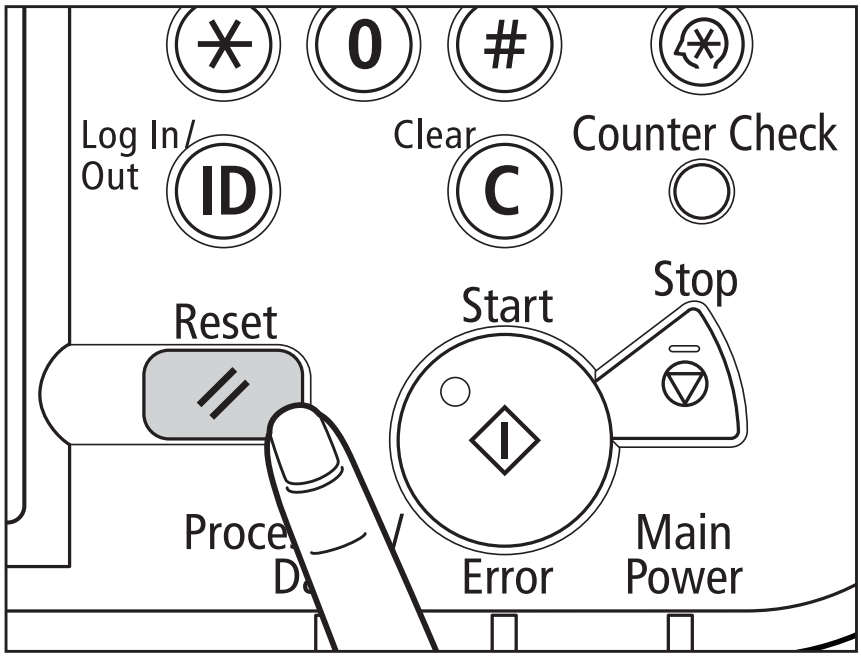
Stopping the Voice Navigation Mode

1 Press and hold (Reset) for more than five seconds.



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You will hear, "This is the end of the voice navigation with the manual mode," and the focus disappears from the touch panel display.

IMPORTANT

The Voice Navigation mode is also stopped in the following cases:

- If the main power of the machine is turned OFF
- If the Auto Sleep Time mode or Low-Power mode initiates

NOTE

If Department ID Management was being used, the display returns to the Main Menu screen.

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Making Copies in the Voice Navigation Mode

2 CHAPTER

This chapter explains how to use the copying functions of the machine that are supported by the Voice Navigation mode.

Basic Copying Features 2-3
- Before Making Copies 2-3
- Flow of Copy Operations 2-9
- Specifying the Required Number of Copies 2-16
- Canceling a Copy Job 2-19

Placing Originals. 2-20
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Canceling a Copy Mode 2-102

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Basic Copying Features

This section explains the flow of basic copy operations in the Voice Navigation mode.

Before Making Copies

Before making copies, press 9 (Current Screen and Item) to confirm that you are on the Regular Copy Basic Features screen.

If you hear the message "this is Copy Basic Features screen," proceed to "Flow of Copy Operations," on p. 2-9.

If a screen other than the Copy Basic Features screen is displayed, press the ID (Confirm) key to return to the Main Menu screen. Then, move the focus over [Copy] and press Numeric Key 5 (Select).

NOTE
If you do not hear any Voice Navigation messages, start the Vocal mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-32.)

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● **If the machine is being managed using control cards:**

You will hear a message informing you to insert a control card.

❑ Insert a control card into the optional Card Reader.

The Main Menu screen is displayed. When you hear that the focus is on the Copy, press 5 (Select).

For more information on the optional card reader, see the instruction manuals that came with your machine.

The Copy Basic Features screen is displayed.

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● If Department ID Management is set:

You will hear a message informing you that the screen for inputting a Department ID and password is displayed.

❑ Move the focus to [Dept. ID] → press 5 (Select).

The machine enters the mode for entering numeric values.

❑ Enter the Department ID using 0 - 9 (numeric keys) → press ID (Confirm).

When you enter the Department ID, the value that you enter is announced by the voice guide.

❑ Move the focus to [PIN] → press 5 (Select).
The machine enters the mode for entering numeric values.

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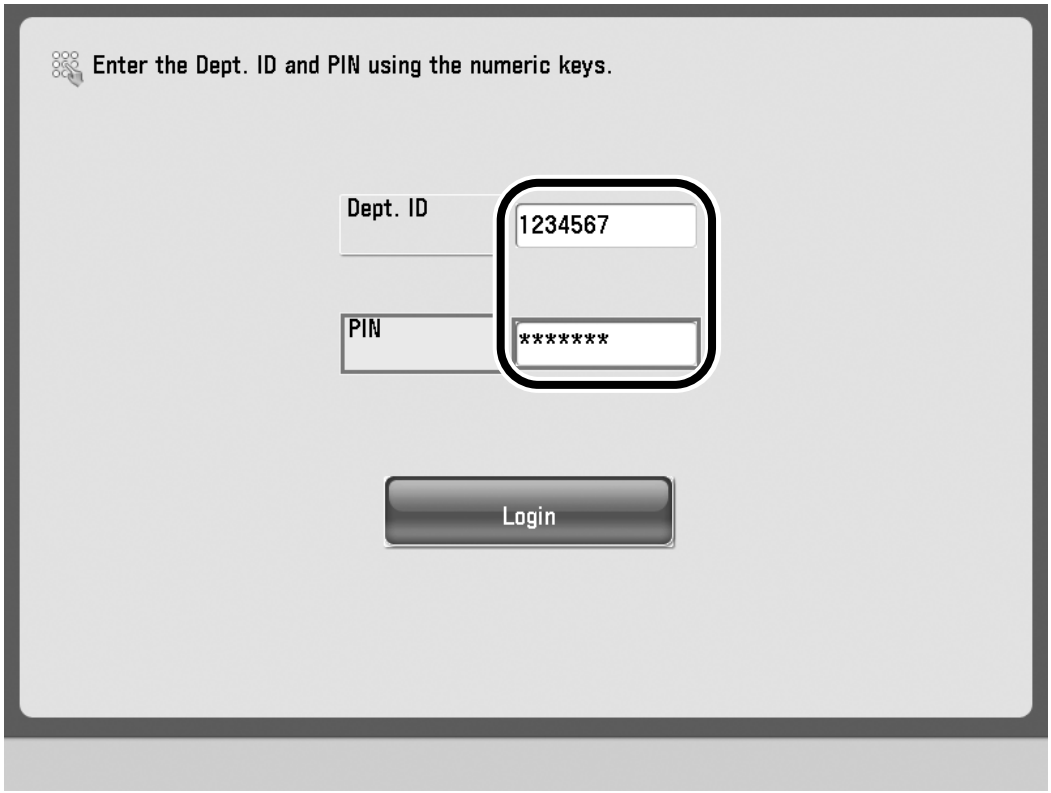
❑ Enter the password using 0 - 9 (numeric keys) → press ID (Confirm).

When you enter the password, a tone sounds every time you press a key.

NOTE

The values that you enter for the password are not announced by the voice guide, and are displayed as asterisks (*******) on the touch panel display.

❑ Press ID (Confirm).



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The Main Menu screen is displayed. When you hear that the focus is on the Copy, press 5 (Select).

The Copy Basic Features screen is displayed.

IMPORTANT

- You can only enter your Department ID and password while in the Voice Navigation mode. However, setting up Department ID Management is not possible in the Voice Navigation mode.
- When you are using the Voice Navigation mode, you cannot press ID (Confirm) to return to the screen for entering a Department ID and password. You must first stop the Voice Navigation mode, and then press ID (Confirm). For more information on stopping the Voice Navigation mode, see "Stopping the Voice Navigation Mode," on p. 1-35.

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- You cannot start the Voice Navigation mode if the login service such as SSO-H(Single Sign-On H) screen is displayed. For more information on logging in using a login service, see the instruction manuals that came with your machine.

NOTE

- If the Department ID or password you entered is incorrect, you will hear a Voice Navigation message prompting you to confirm your entry.
- For instructions on using Department ID Management, see the instruction manuals that came with your machine.
- If you do not hear the key entry sound when you enter the password, please seek assistance.
- You will not hear passwords entered using the numeric keys.

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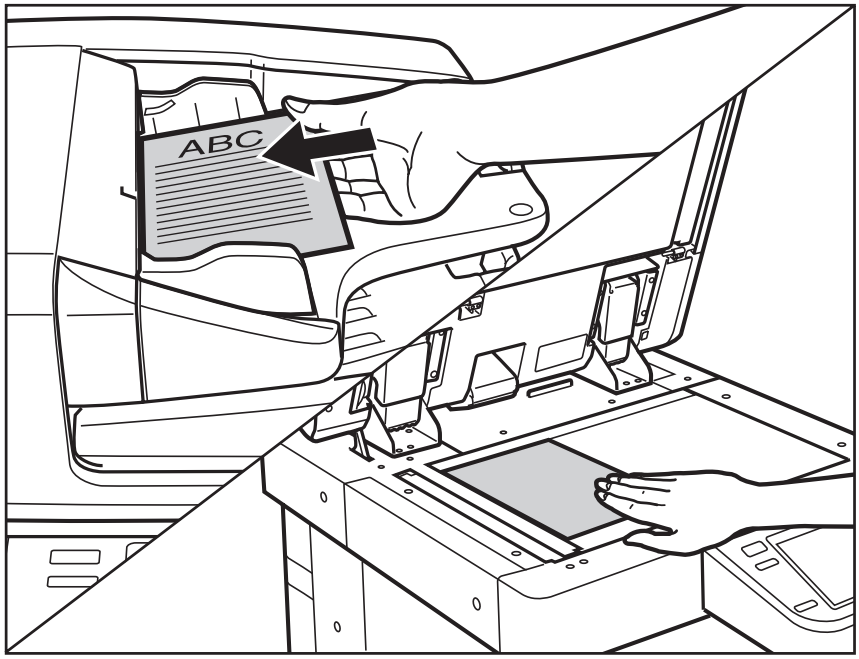
1 Place your originals on the platen glass or into the feeder.



The feeder is above the control panel with a plastic tray that can hold numerous originals, and contains two slide guides to fit the width of your originals.

The platen glass is a flat, square glass that is located under the feeder cover. Open the feeder cover, and place your original face down with the top edge of the original aligned with the back edge of the platen glass (by the arrow in the top left corner).

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IMPORTANT

- Place originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. Place originals into the feeder when you want to copy several originals at the same time. Place your originals in the following way.
  - Platen glass: Place your original face down, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner).
  - Feeder: Adjust the slide guides to the size of the originals, and place the originals face-up into the feeder.
- For instructions on placing your originals, see "Placing Originals," on p. 2-20.

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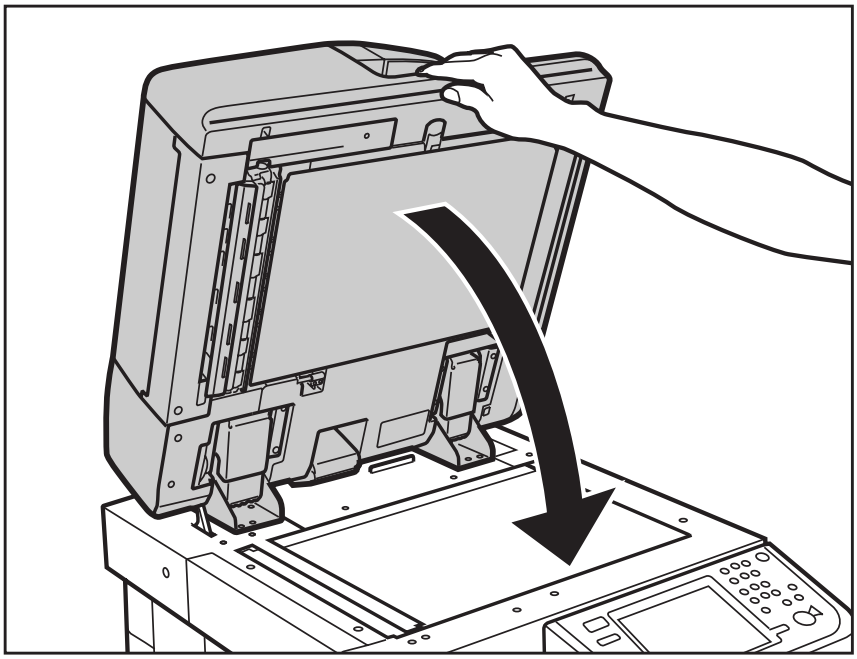
2 If you placed your originals on the platen glass, close the feeder.



If you placed your originals in the feeder, proceed to step 5.

The paper size is automatically detected. If the detected paper size is incorrect, move the focus to [Select Paper] → press 5 (Select) → select the appropriate original size from the Select Paper setting screen → press ID (Confirm).

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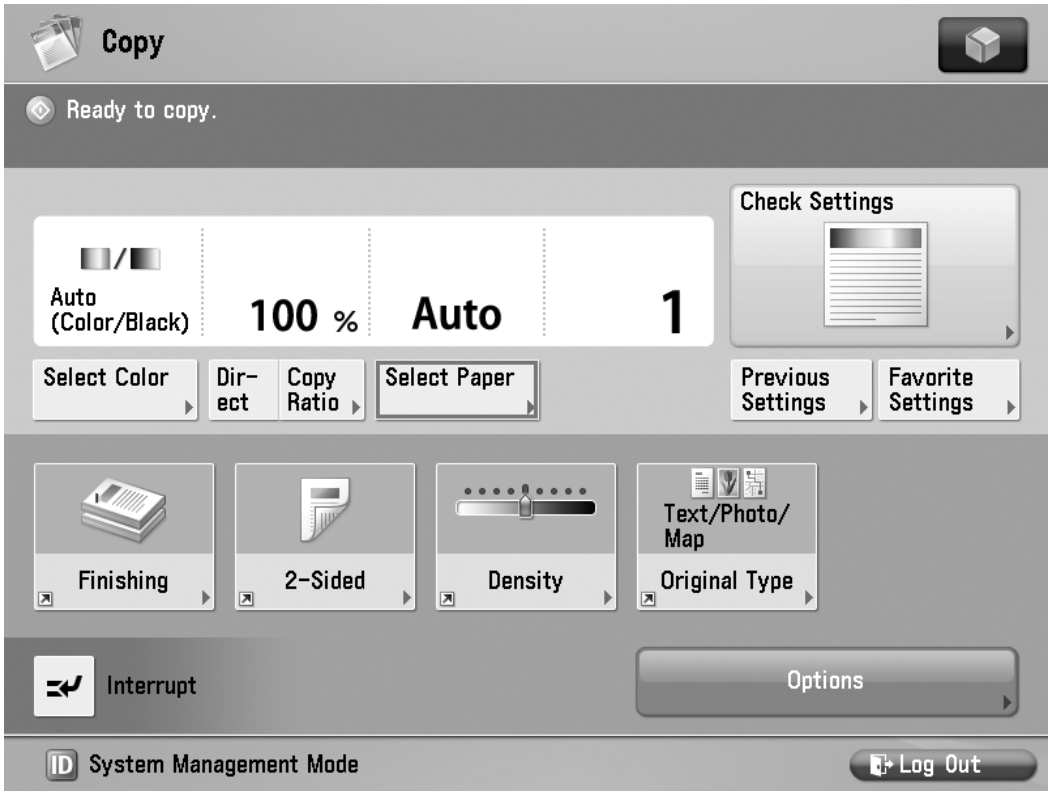
3 Specify the desired copy modes from the Regular Copy Basic Features screen.



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NOTE

- On the Regular Copy Basic Features screen, you can hear Voice Guidance instructions for selecting the paper size and paper source, copy quantity, color mode, density, original type, zoom ratio, 2-sided copying, and Finishing mode settings.
- Seek assistance when placing originals, removing unnecessary paper, and preparing to make copies if you have a visual impairment, if necessary.
- Depending on the model of your machine, some functions may not be available.

4 Enter the copy quantity.

NOTE

For instructions on setting the number of copies, see "Specifying the Required Number of Copies," on p. 2-16.

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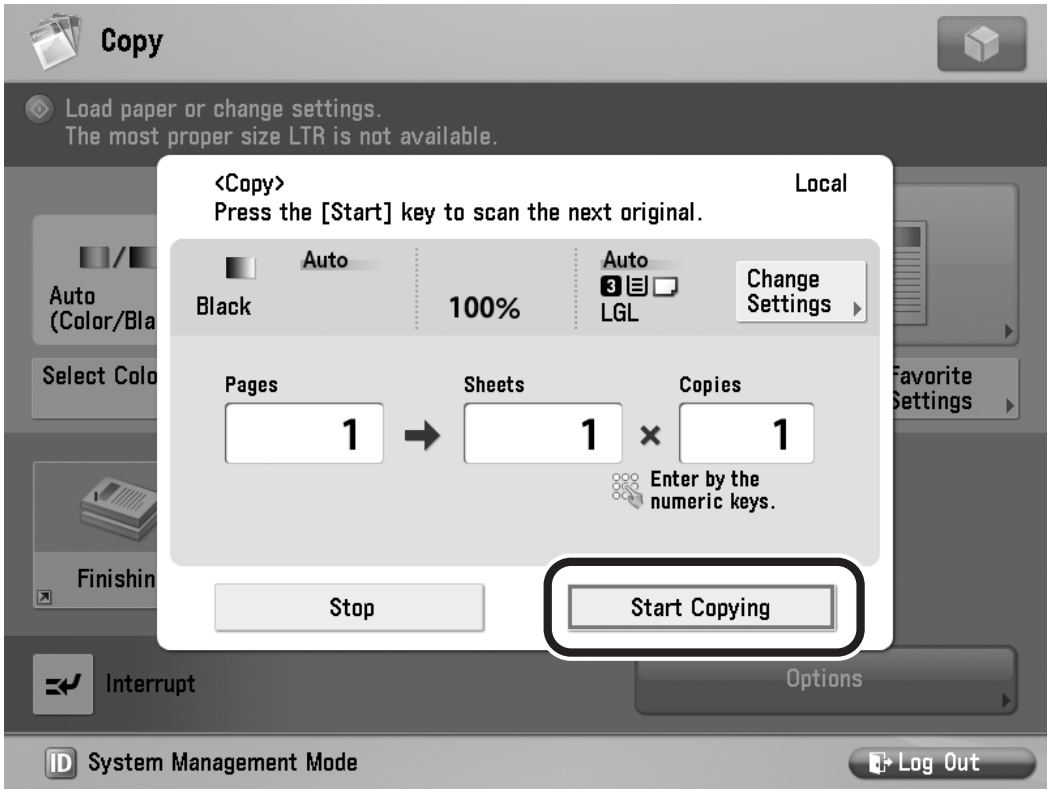
5 Press (Start).

If the following screen is displayed, follow the instructions on the touch panel display, or the Voice Navigation message → press (Start) once for each original. When scanning is complete, move the focus to [Start Copying] → press 5 (Select).



Copying starts.

IMPORTANT

In the Voice Navigation mode, you cannot adjust the density while copying.

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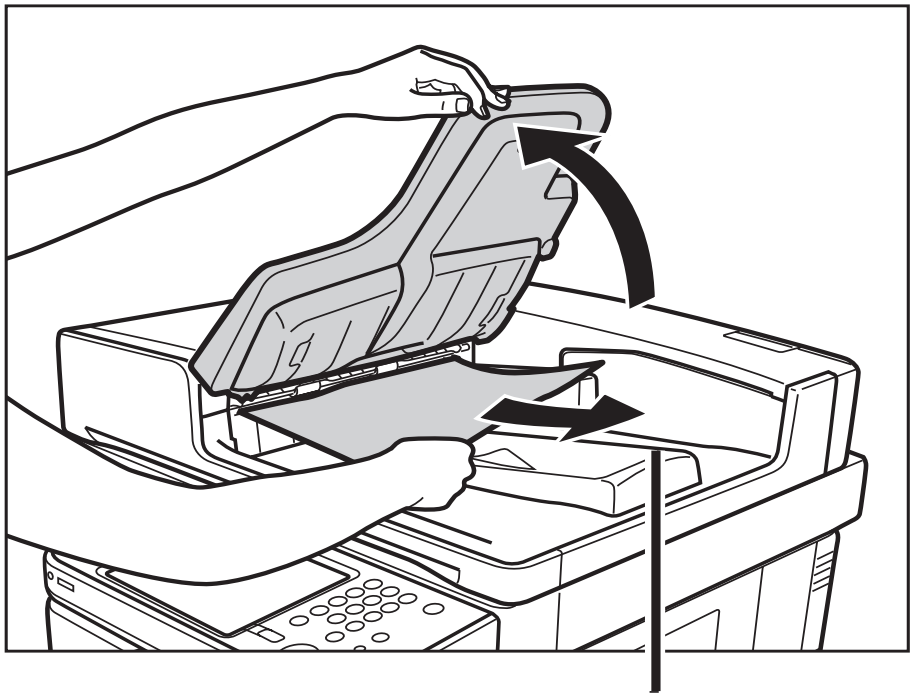
NOTE

- If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.
- Remove your originals from the platen glass and the output tray of the feeder after you have finished copying. (If you have a physical impairment, please seek assistance when removing your originals, if necessary.)



Original Output Area

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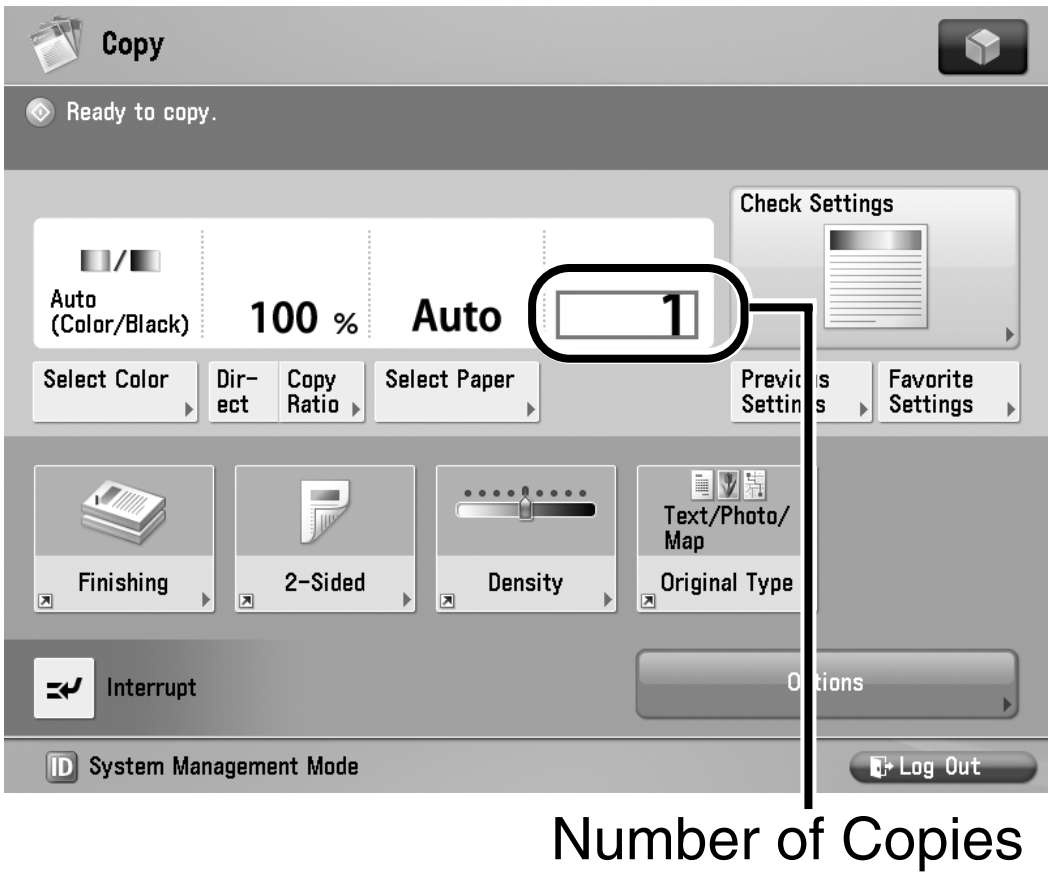
Specifying the Required Number of Copies

You can make up to 999 or 9,999 copies (depending on the machine model you are using) for each copy job. However, these numbers can be changed. For more information, contact your local authorized Canon dealer.

1 Press 4 (Back) or 6 (Next) to move the focus over the area to specify the copy quantity → press 5 (Select).



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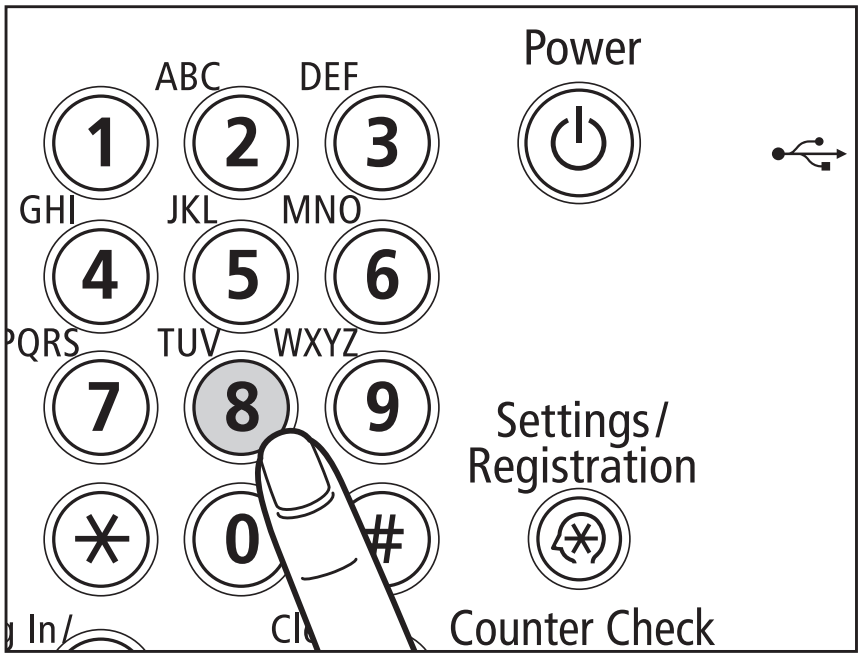
The voice guide announces that the machine has entered the mode for entering numeric values.

2 Enter the copy quantity using 0 - 9 (numeric keys) → press ID (Confirm).



The voice guide announces how many copies you have set.

To change the number of copies, press C (Clear) → enter the correct number → press ID (Confirm).

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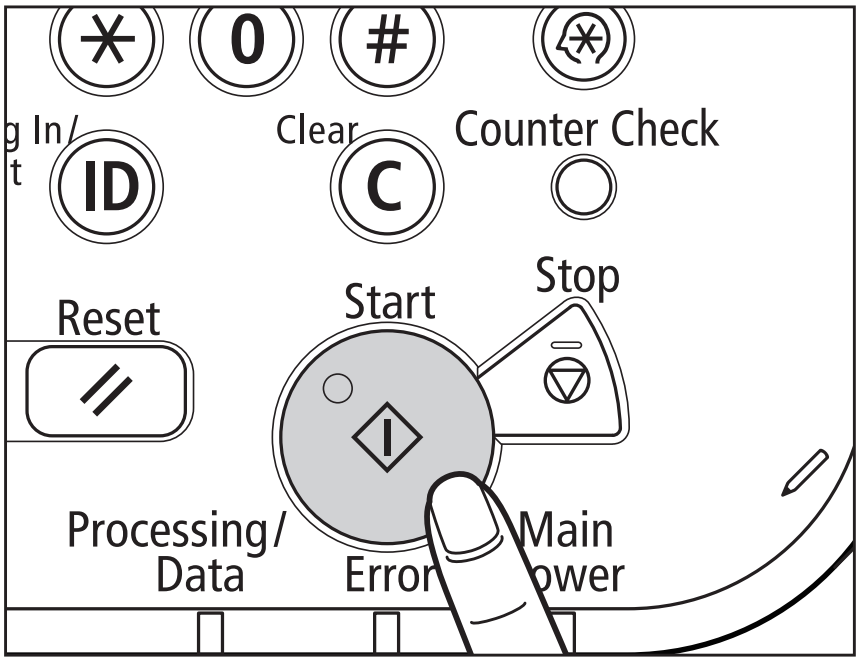
IMPORTANT

- You cannot change the number of copies while the machine is copying.
- If you pressed ID (Confirm) after setting the copy quantity, and you want to change the number of copies specified, press 5 (Select) to return to the mode for entering numeric values, press C (Clear), and then enter the correct number of copies.

3 Press (Start).



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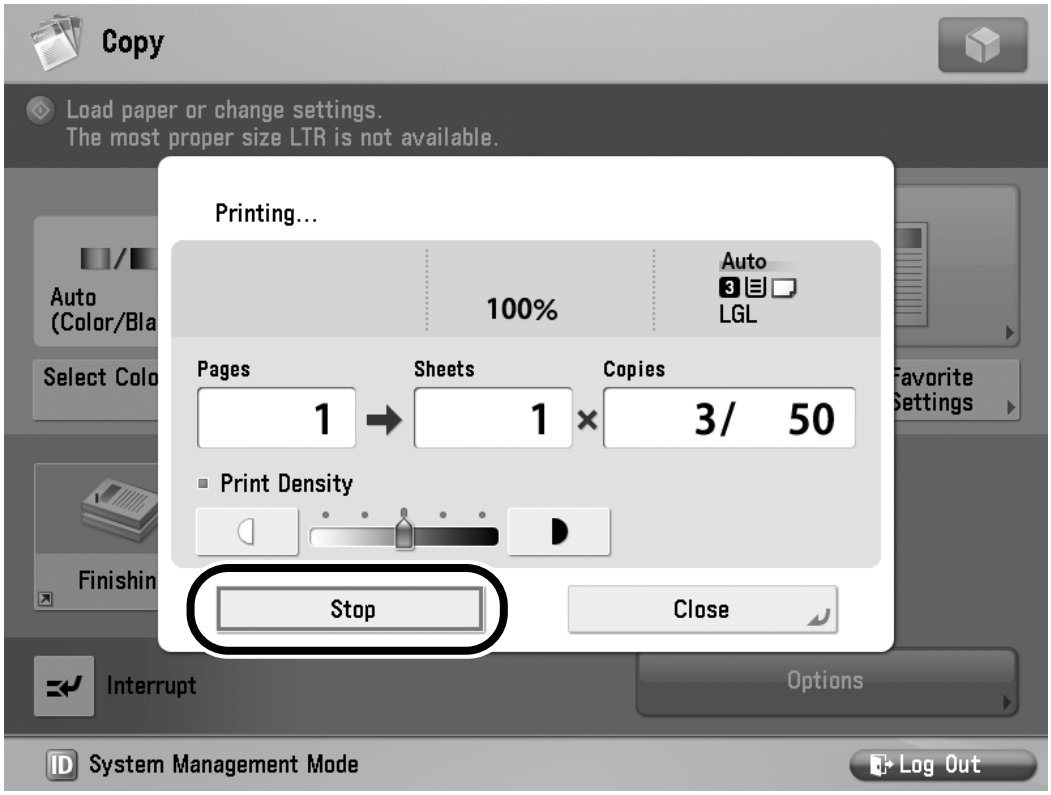
Canceling a Copy Job

1 Press ④ (Back) or ⑥ (Next) to move the focus to [Stop] → press ⑤ (Select) on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.



The copy job is canceled.

NOTE

If you cancel a copy job while the machine is scanning, make sure to remove your originals.

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Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes you want to use.

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Options screen. For more information on using the Job Build mode, see the instruction manuals that came with your machine. The Job Build mode is not supported by the Voice Navigation mode. Please seek assistance if you need to use this mode.

■ Platen Glass

Place your originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

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■ Feeder

Place your originals into the feeder when you want to copy several originals at the same time, and press (Start). The machine automatically feeds the originals to the platen glass and scans them. 2-sided originals can also be automatically turned over and scanned as 2 or 1-sided documents.

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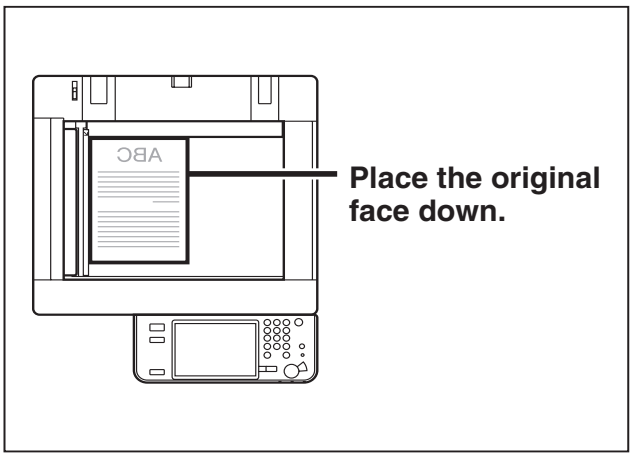
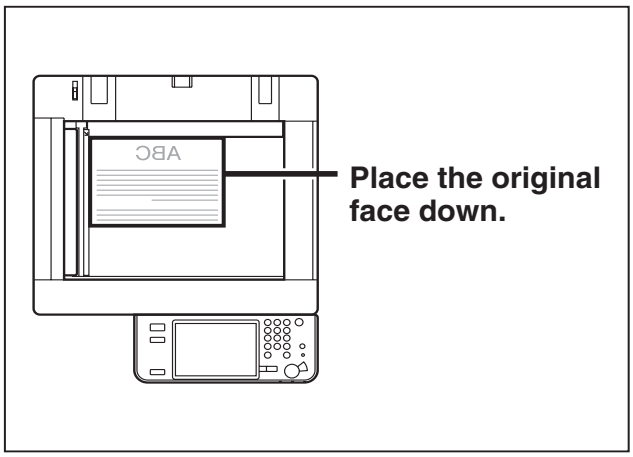
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass

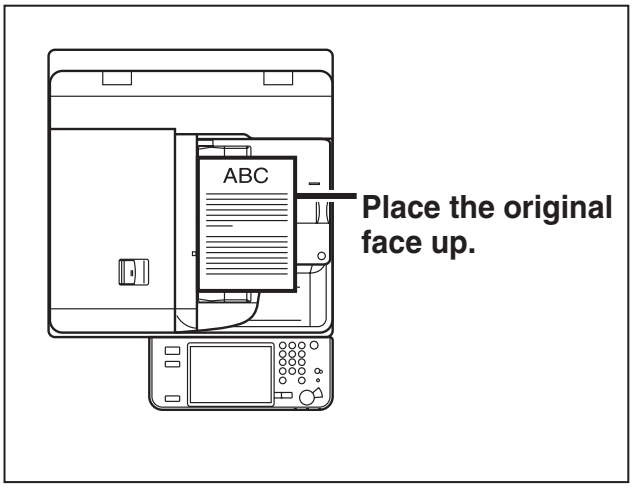


Vertical Placement

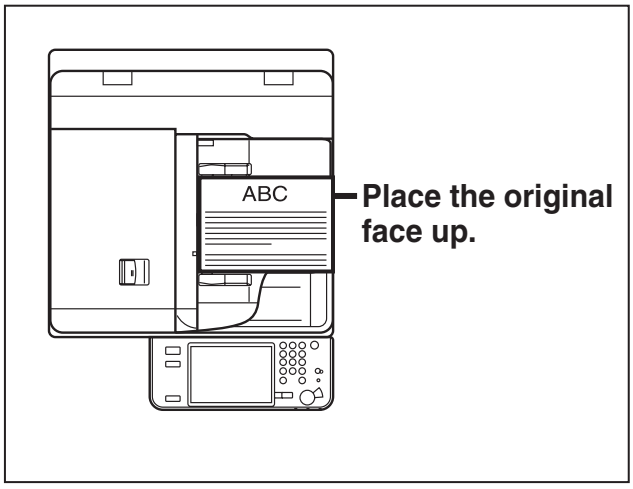


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

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NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy modes that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR/A4 original onto 11" x 17"/A3 paper.
  - Platen glass: LTR and STMT/A4, B5, and A5
  - Feeder: LTR and STMT/A4 and B5
- Horizontally placed LTR and STMT/A4, B5, and A5 originals are referred to as LTRR and STMTR/A4R, B5R, and A5R.
- 11" x 17" and LGL/A3 and B4 originals must be placed horizontally.

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Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Paper Selection," on p. 2-37.)

NOTE
The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, LTRR, and STMTR/A3, B4, A4, A4R, B5, B5R, A5, and B6.

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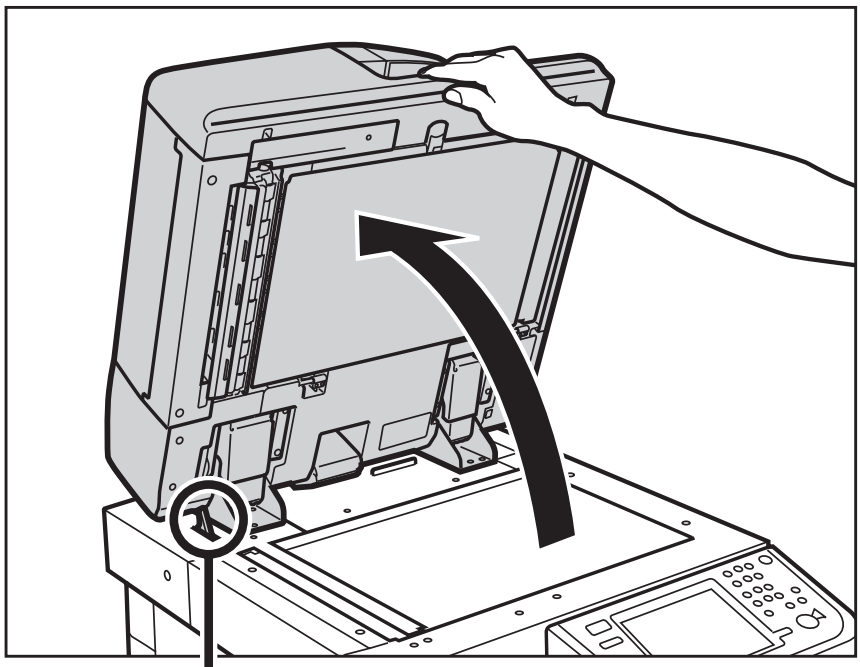
1 Lift the feeder.



Sensor

IMPORTANT

This machine is equipped with an open/close sensor on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder approximately 11 7/8" (300 mm) so that the sensor detaches from the feeder. If the sensor does not detach from the feeder, the size of the originals may not be detected correctly.

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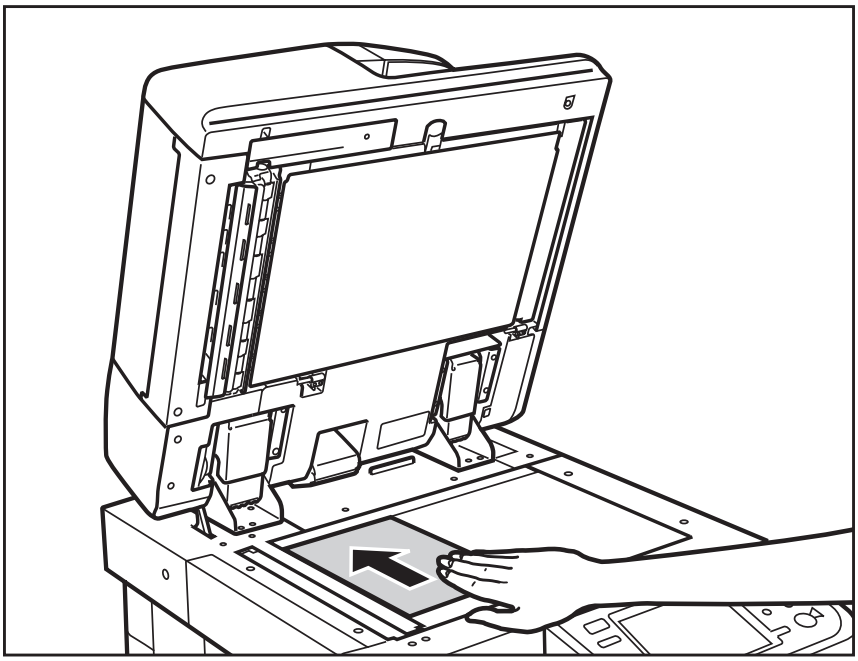
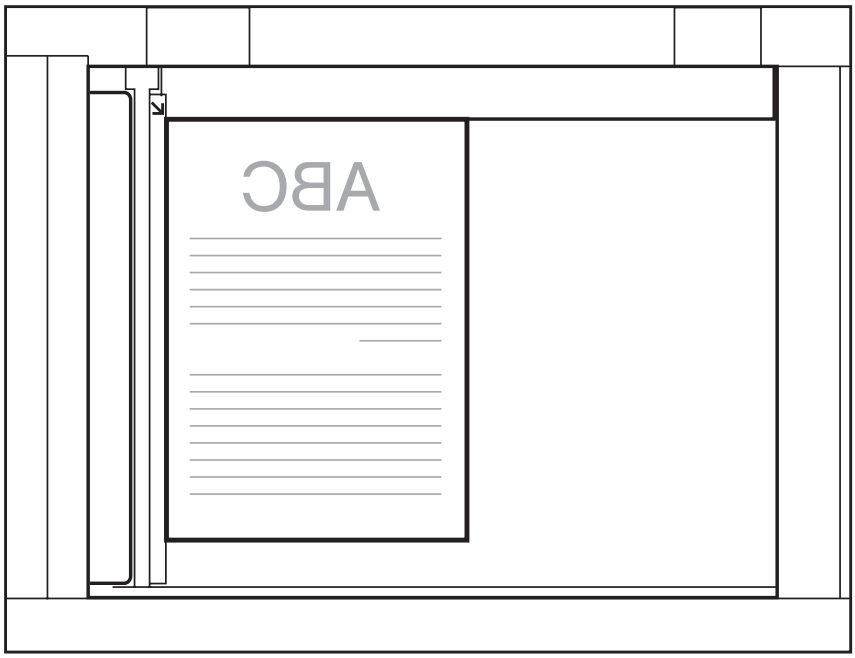
2 Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).



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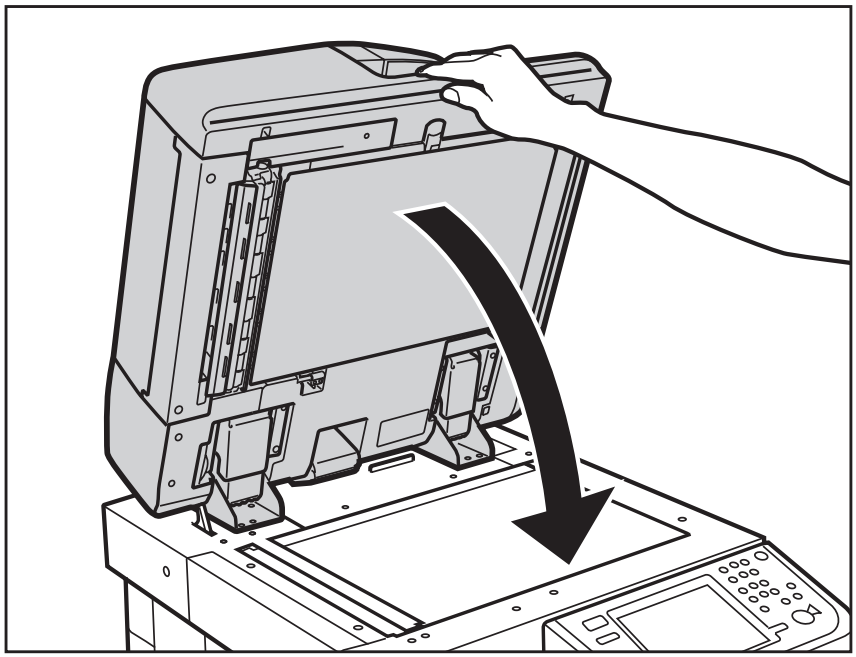
Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT/A4, B5 or A5 original onto 11" x 17" or LGL/A3 or B4 paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR/A4R, B5R, or A5R marks.

3 Gently close the feeder.



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⚠ CAUTION

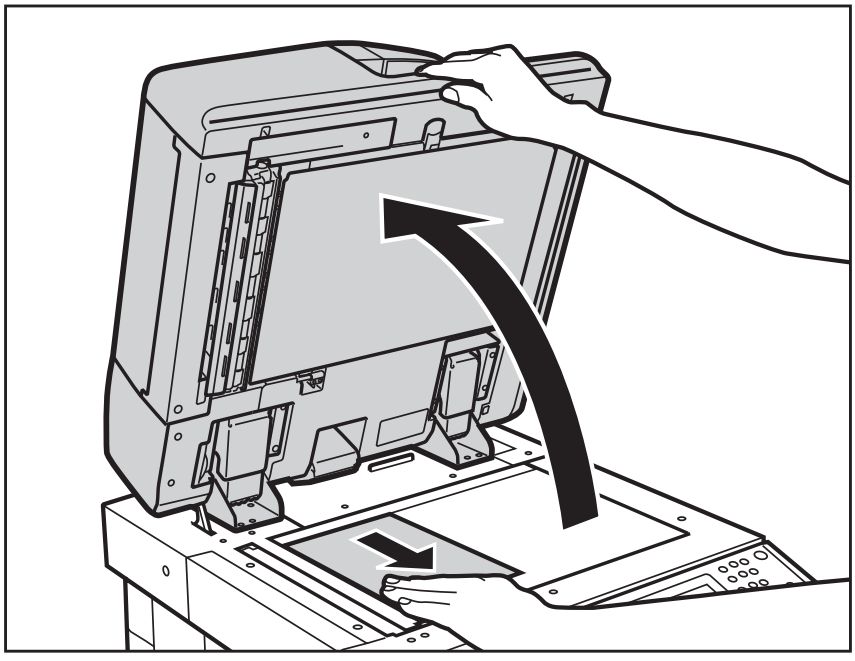
- **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**

IMPORTANT

If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Be sure to close the feeder before copying.

NOTE

- Remove the original from the platen glass when scanning is complete.



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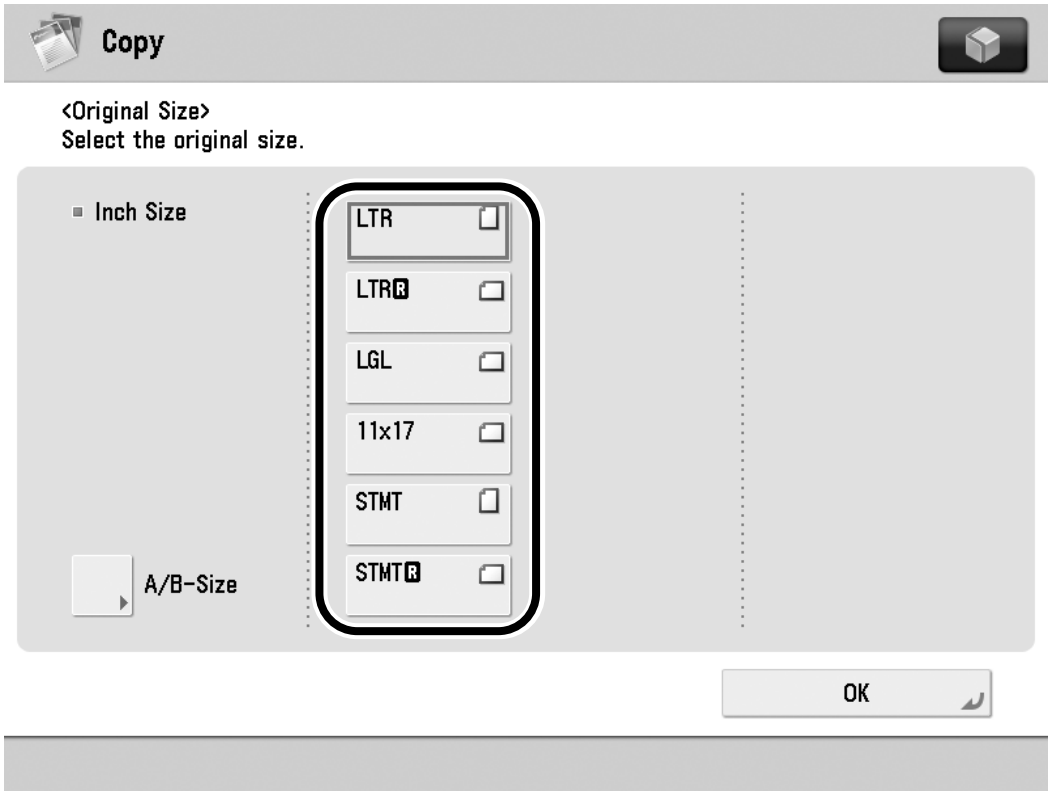
- If the size of the original is not detected, press (Start) → follow the instructions on the screen to specify the original size. You can also manually select the paper size.



- For more information, see "Paper Selection," on p. 2-37.

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Feeder

You should use the feeder when you want to copy several originals at the same time. Place your originals into the feeder, and then press (Start). The machine automatically feeds the originals to the platen glass and scans them. 2-sided originals can also be automatically turned over and scanned as 2 or 1-sided documents.

You can place the following originals into the feeder's original supply tray:

- Weight:
  - One-sided scanning: 11 to 32 lb bond (42 to 128 g/m^2)
  - Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m^2)
- Size:
  - 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/A3, B4, A4, A4R, B5, B5R, A5, A5R, or B6R
- Tray Capacity:
  - 150 sheets of paper (20 lb bond (80g/m^2))

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These specifications may vary, depending on the machine you are using. For exact specifications, please see the instruction manuals that came with your machine.

IMPORTANT

- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).

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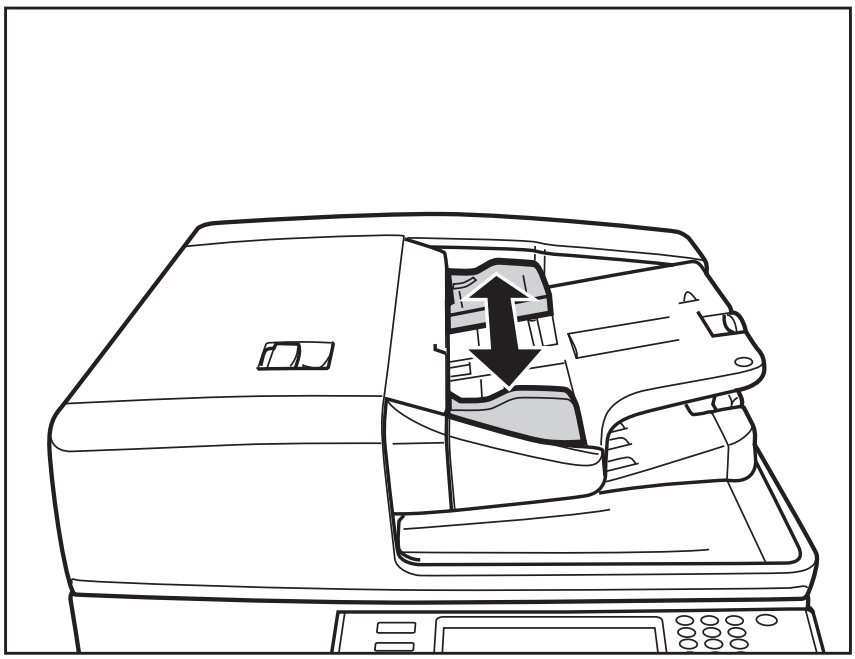
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See the instruction manuals that came with your machine.) The feeder cleaning procedure is not supported by the Voice Navigation mode. Please seek assistance if it becomes necessary to perform this procedure.
- Always smooth out any folds in your originals before placing them into the feeder.

---

1 Adjust the slide guides to fit the size of your originals.



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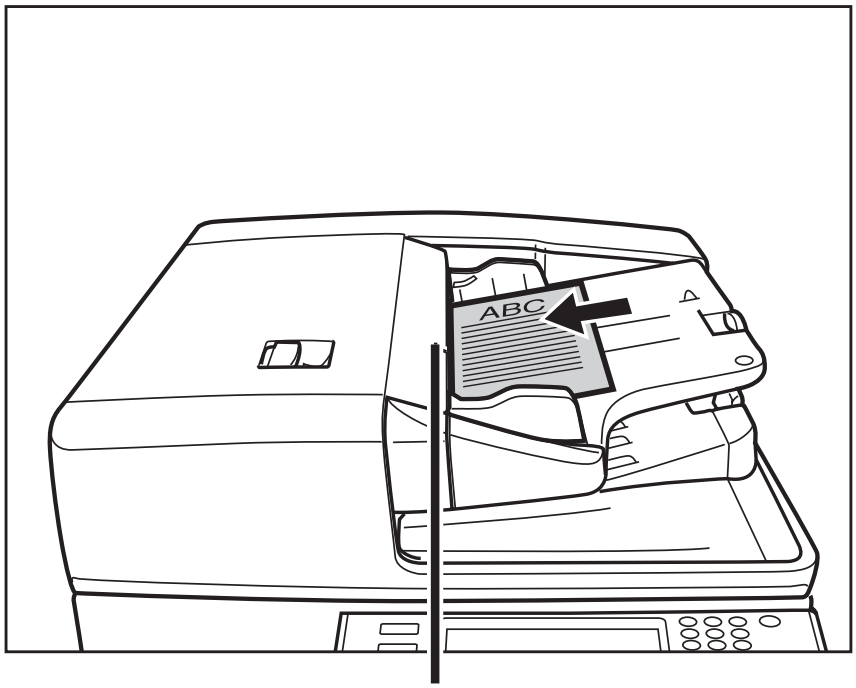
2 Neatly place your originals with the side to be copied face up into the original supply tray.

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



Original Set Indicator

If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing 5 (Select).

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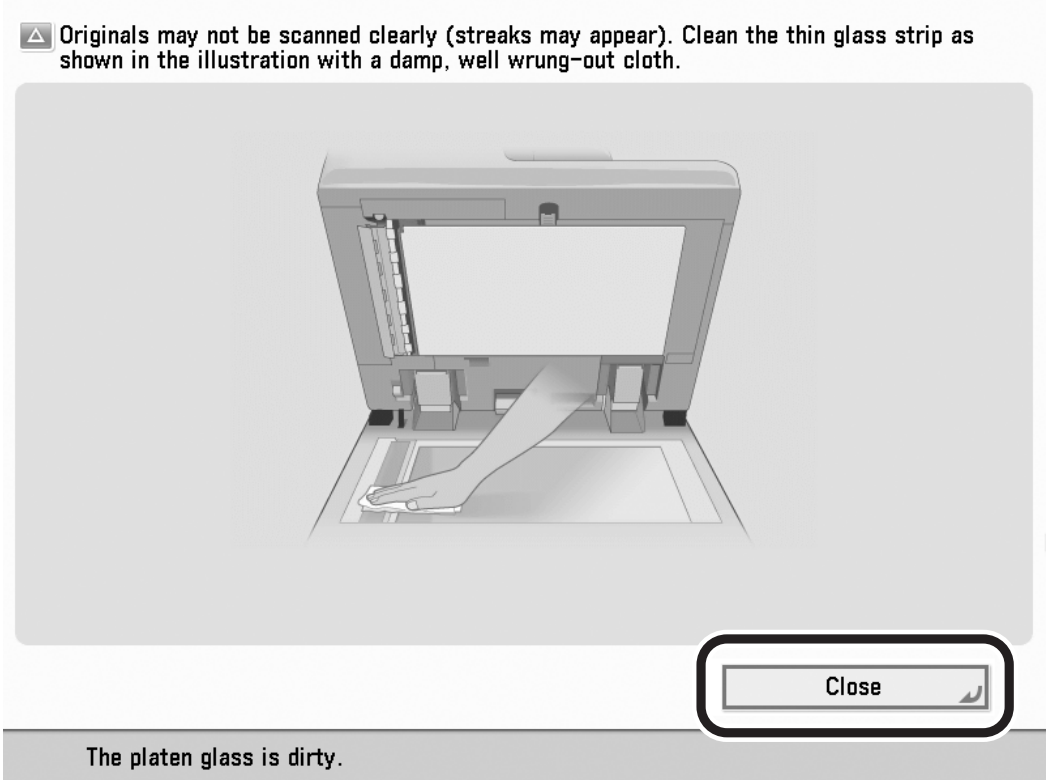
It is recommended, however, that you open the feeder, clean the scanning area (thin glass strip on the platen glass' left side with a slightly dampened, well wrung-out cloth), and then close the feeder. The following screen depicting how to clean the thin glass strip will not appear once the scanning area is clean.


Originals may not be scanned clearly (streaks may appear). Clean the thin glass strip as shown in the illustration with a damp, well wrung-out cloth.
Close
The platen glass is dirty.

For instructions on cleaning the original scanning area, see the instruction manuals that came with your machine.

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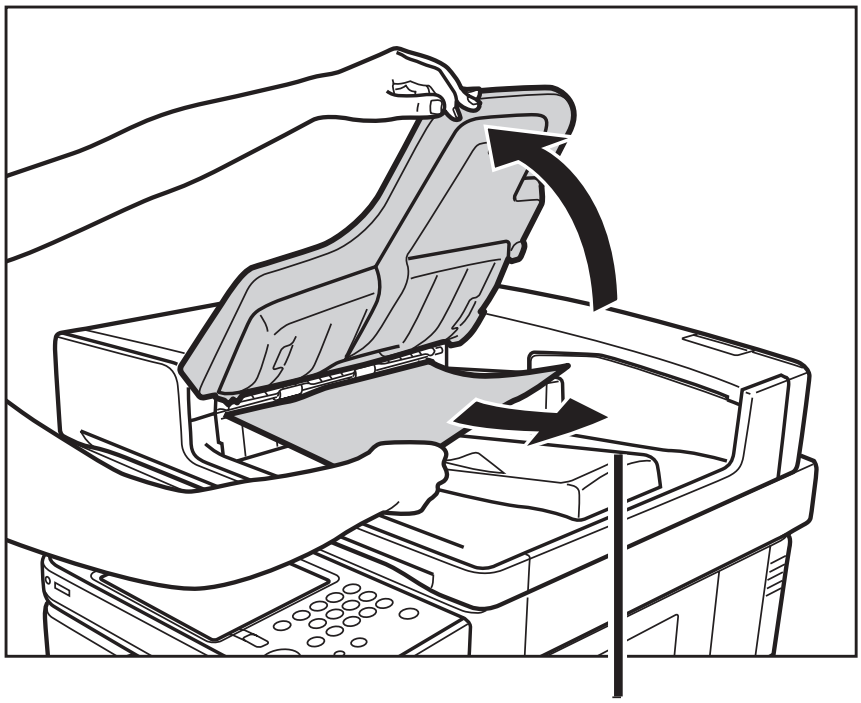
This procedure must be performed manually, and therefore, there are no voice navigation instructions. Please seek assistance if you must perform this procedure.

IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



Original Output Area

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NOTE

- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- When you are enlarging an LTR or STMT/A4 or B5 original onto 11" x 17" or LGL/A3 or B4 paper, place the original horizontally.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See the instruction manuals that came with your machine.) The Different Size Originals mode is not supported by the Voice Navigation mode. Please seek assistance if you need to use this mode.

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Basic Copy Settings

This section explains the procedure for specifying basic copy settings, such as selecting the paper size, and setting the Original Type, Select Color, Density, Copy Ratio, 2-Sided, and Finishing modes.

Paper Selection

You can manually specify a paper size or set the machine to automatically select a paper size for you.

IMPORTANT

You cannot specify the multi-purpose tray or select [Change MP Tray Paper] while in the Voice Navigation mode.

NOTE

The default setting is 'Auto'.

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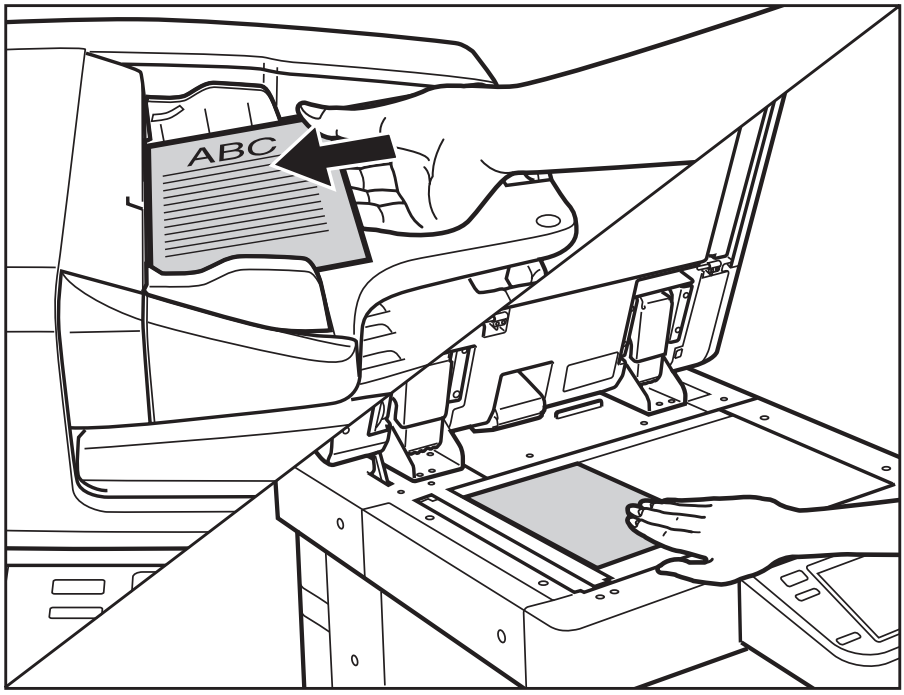
1 Place your originals.



IMPORTANT

Only the paper size and paper type can be selected from the Select Paper setting screen in the Voice Navigation mode. If you want to set a paper source to hold a specific paper size and type, you must change the paper loaded in the paper drawer and the size, and then set the type in [Paper Settings] in Settings/ Registration. For more information on changing the paper and paper type, see the instruction manuals that came with your machine.

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NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [Select Paper] → press 5 (Select).

The voice guide announces that the Select Paper Setting screen is displayed.

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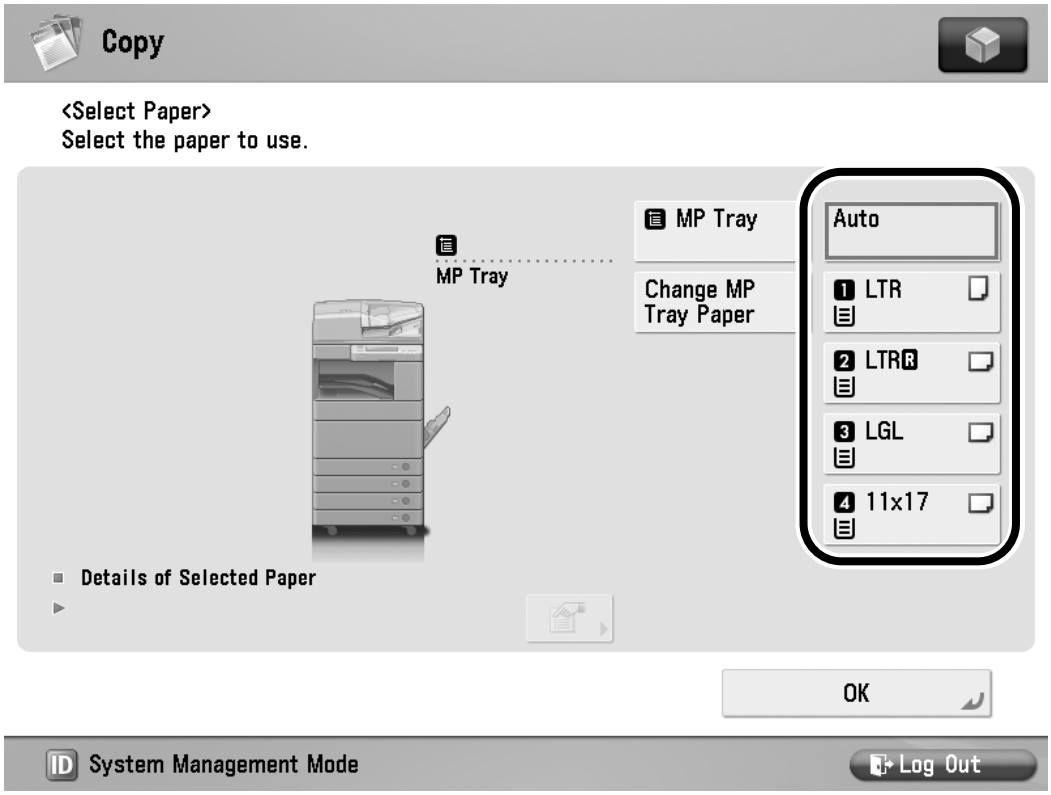
3 Press 4 (Back) or 6 (Next) to move the focus to the paper source containing the desired paper size → press 5 (Select).



The voice guide announces the paper source number, paper size, and paper type that is loaded in that paper source.

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

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NOTE
You can also move the focus to [OK] and press Numeric Key 5 (Select) to close the Paper Selection screen.

5 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

Manual Exposure Adjustment

You can manually adjust the exposure to the most appropriate level for the original.

1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

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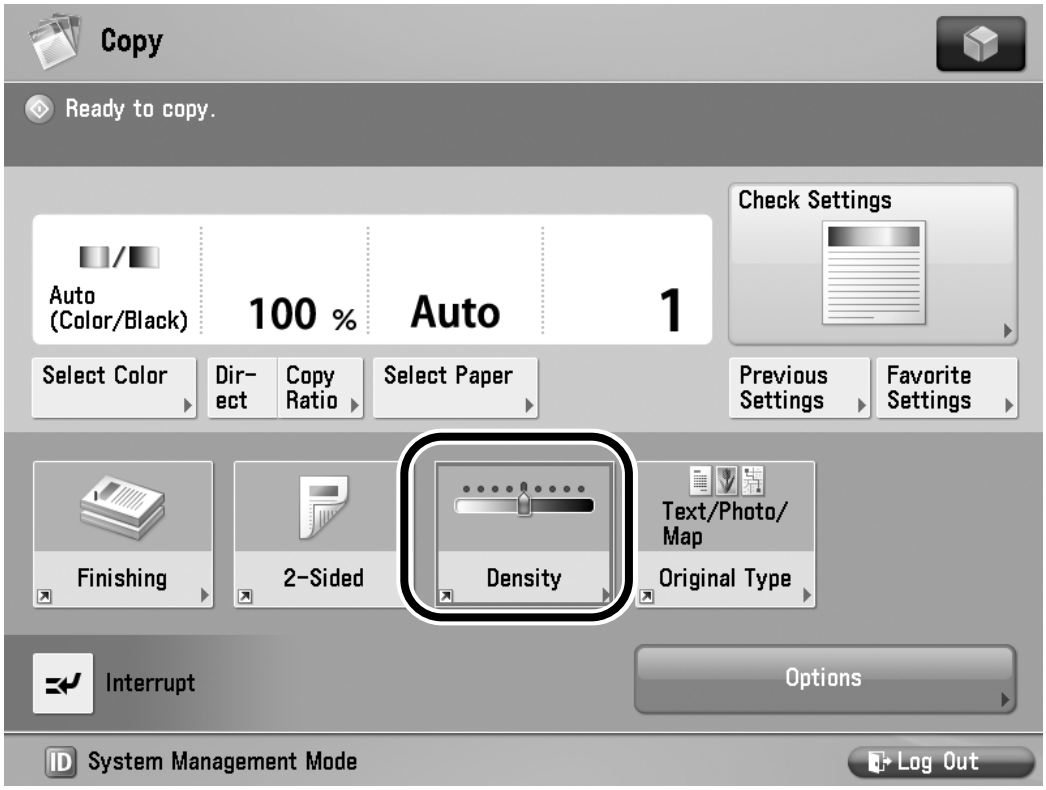
2 **Press ④ (Back) or ⑥ (Next) to move the focus to [Density] → press ⑤ (Select).**



The voice guide announces that the Density settings screen is displayed.

NOTE

If the [Density] shortcut key is not displayed on the Copy Basic Features screen, you cannot use the Density mode. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

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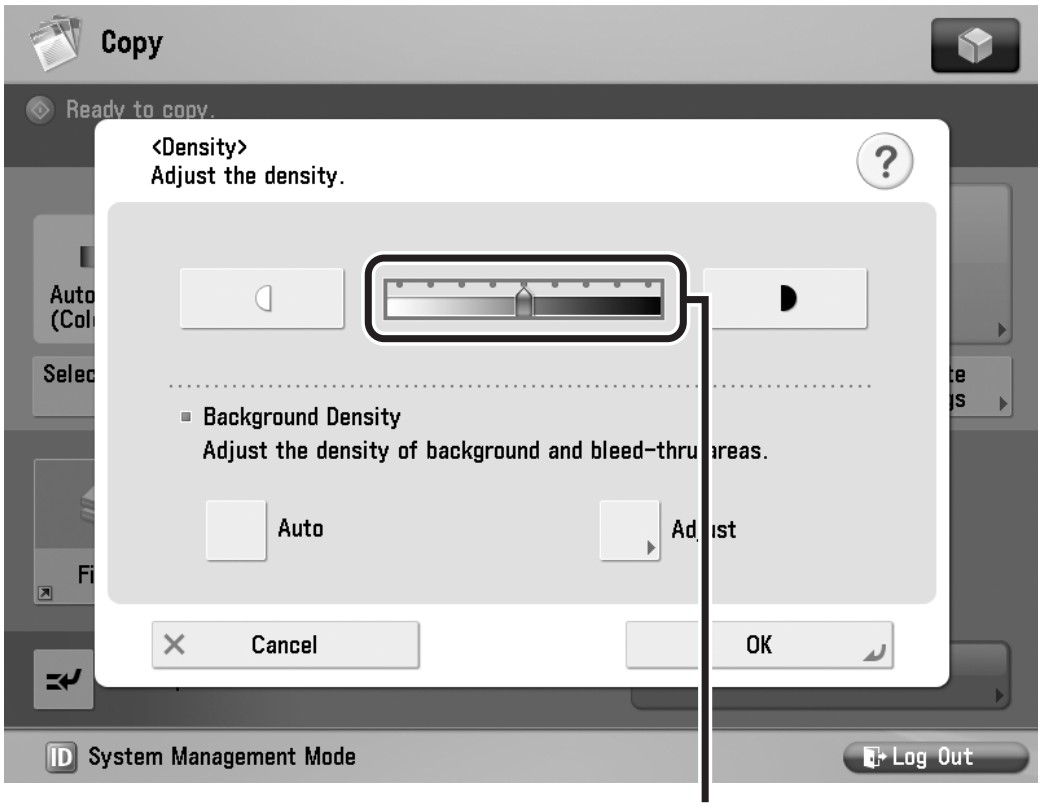
3 **Press (4) (Back) or (6) (Next) to move the focus over the Adjust Basic Level indicator → press (5) (Select).**



Adjust Basic Level Indicator

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4 To manually set the copy exposure, press 4 (Back) to move the indicator between [◖] and [◗] to the left to make the exposure lighter. Press 6 (Next) to move the indicator to the right to make the exposure darker.

The voice guide informs you of the position of the indicator (from -4 to +4).

Example:
If the indicator is in the middle (the Standard setting), and you press 6 (Next), the indicator moves to the right.

You will hear the voice guide say, "plus 1."

If the indicator is brought back to the middle, you will hear the voice guide say, "standard."

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IMPORTANT

When you make a copy, the copy exposure is automatically set to 'Standard' (between the lightest and darkest settings ('-4 to +4')). Negative numbers make the copies lighter. '-1', is slightly lighter than the Standard setting, and '-4' is the lightest setting. The movement from +1 to +4 follows the same pattern, making the copy darker.

5 Press 5 (Select).

6 Press ID (Confirm).

NOTE

To automatically adjust the background density, move the focus to [Auto] → press 5 (Select).

The selected mode is set.

7 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

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8 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

Original Type Selection

You can select the original type so that the machine reproduces copies as faithful as possible to the original. The following four original type modes are available for adjusting the image quality.

IMPORTANT
Combinations of these four modes (Text/Photo/Map, Printed Image, Photo Printout, or Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.

NOTE
If the original is a transparency, select the original type → adjust the copy exposure to the most appropriate level for the original.

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■ Text/Photo/Map Mode

This mode is best suited for originals containing text, images/photos, as well as fine graphics, such as those on a map.

■ Printed Image Mode

This mode is best suited for making copies of images printed with halftone dots.

■ Photo Printout Mode

This mode is best suited for photos printed on photographic paper.

■ Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

---

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-20.

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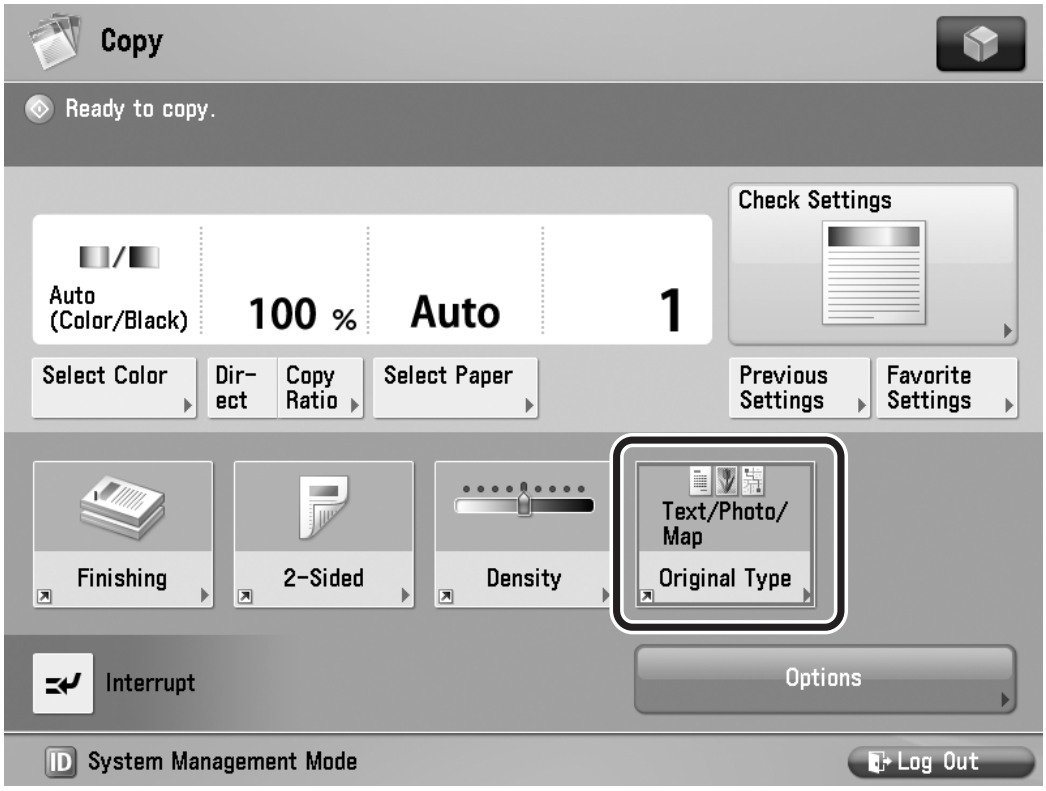
2 Press 4 (Back) or 6 (Next) to move the focus to [Original Type] → press 5 (Select).



The voice guide announces that the Original Type selection screen is displayed.

NOTE

If the [Original Type] shortcut key is not displayed on the Copy Basic Features screen, you cannot use the Original Type mode. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

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3 Press 4 (Back) or 6 (Next) to move the focus over the desired original type → press 5 (Select).

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

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Changing Color Modes

If the model of the machine you are using can make color copies, you can also select the color mode.

You can select the following five types of color mode.

NOTE
The default setting is 'Auto(Color/Black)'.

■ Auto (Color/Black)

If the Auto(Color/Black) mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are copied in the Full Color mode, while black-and-white originals are copied in the Black mode.

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IMPORTANT

When the Auto(Color/Black) mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'.

- If the originals contain few color sections
- If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) or the right side (within 5/8" (17 mm) from the right edge) of the originals when placing the originals in the feeder
- If the originals contain light color densities
- If the color sections of the originals are close to black

■ Full Color

The Full Color mode always copies in color regardless of whether the original is in color or black-and-white.

NOTE

If a black-and-white original is copied in the Full Color mode, it is counted as a color copy.

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■ Black

The Black mode always copies in black-and-white regardless of whether the original is in color or black-and-white.

■ Single Color

The Single Color mode enables you to make one-color copies.

IMPORTANT

You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.

NOTE

If a black-and-white document is copied in the Single Color mode, it is counted as a color copy.

■ Two Colors

The Two Colors mode enables you to make two-color prints, composed of a color you specify, and black.

IMPORTANT

You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.

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NOTE

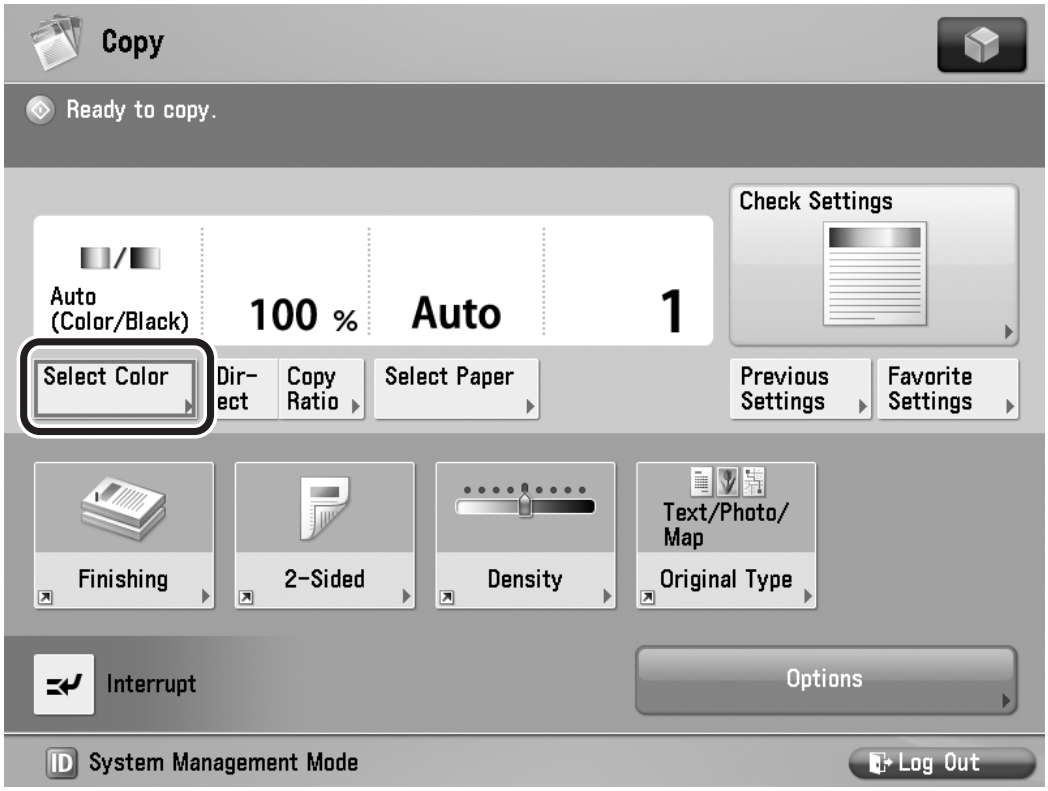
If a black-and-white document is copied in the Two Colors mode, it is counted as a color copy.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [Select Color] → press 5 (Select).



The voice guide announces that the Select Color screen is displayed.

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3 Press 4 (Back) or 6 (Next) to move the focus over the desired Color mode → press 5 (Select).

- **If you selected [Auto(Color/Black)], [Full Color], or [Black]:**

  ❑ Press ID (Confirm).

  The display returns to the Regular Copy Basic Features screen.

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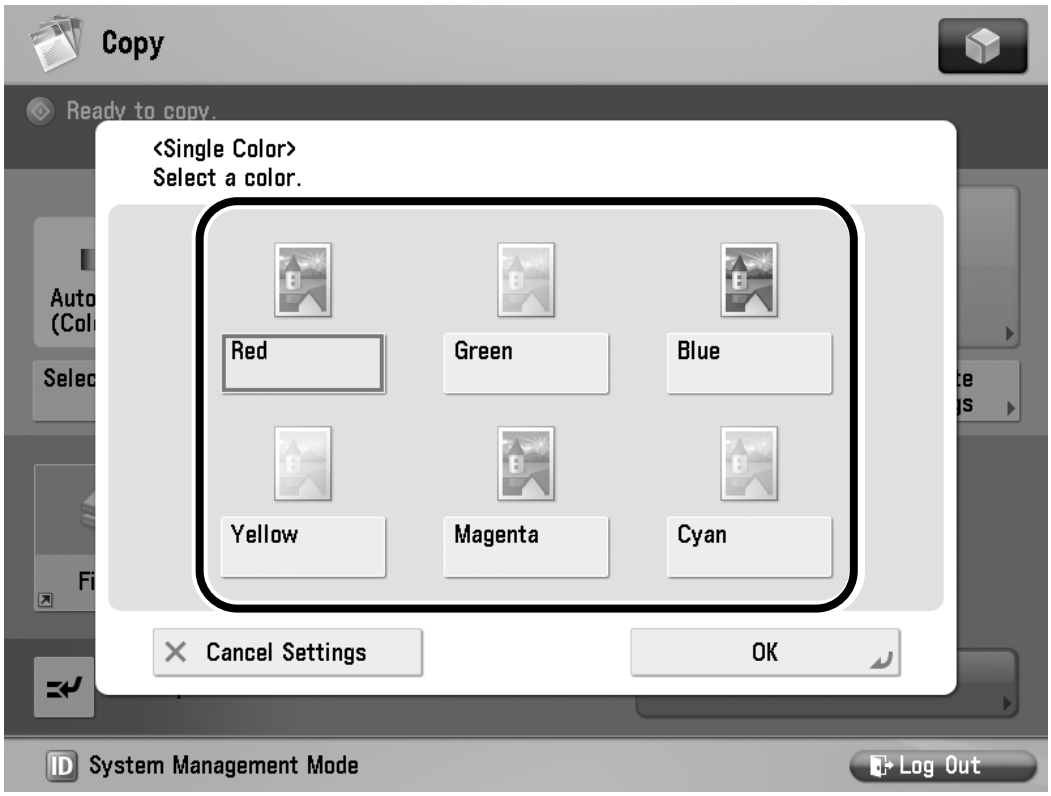
●If you selected [Single Color]:

❑ Move the focus over the desired color → press 5 (Select).



❑ Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

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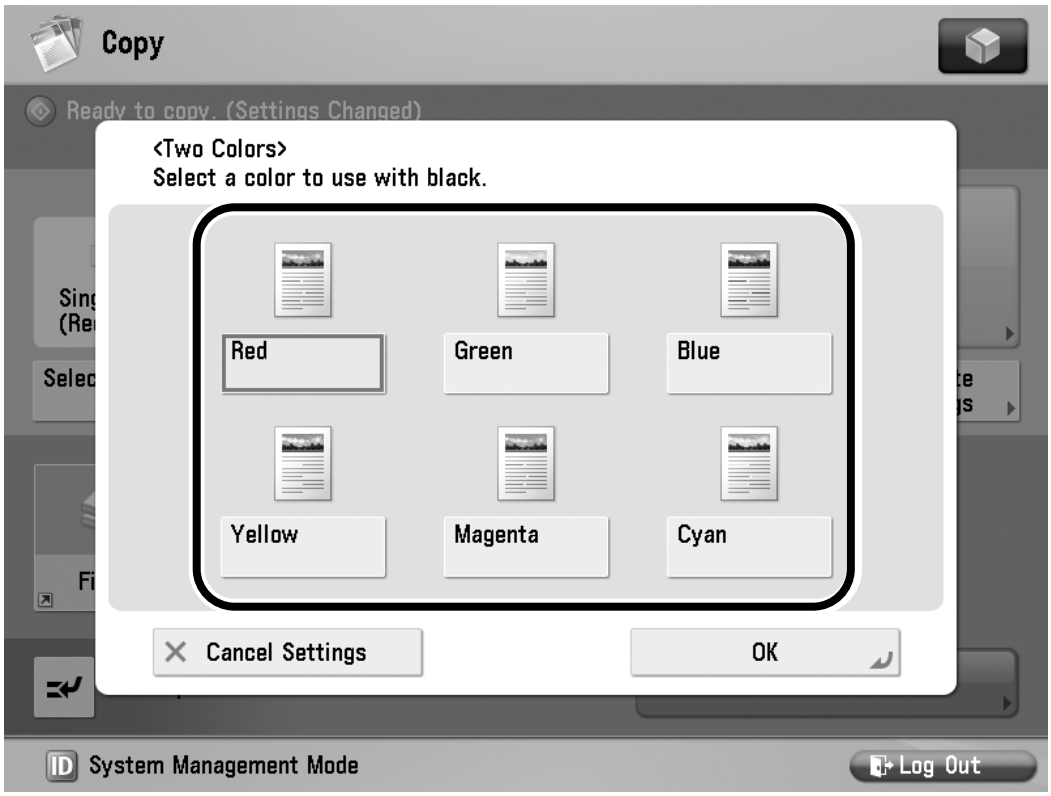
● If you selected [Two Colors]:

❑ Move the focus over the desired color → press 5 (Select).



❑ Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

4 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

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Setting the Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

There are seven types of copy ratio settings, however, only the Preset Zoom, Zoom by Percentage and Auto Zoom modes can be set in the Voice Navigation mode.

NOTE
To set the copy ratio to 100%, select [Direct(100%)]/[1:1(100%)].

Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

IMPORTANT
Place the originals horizontally in the following cases:

- If you are enlarging LTR/A4 originals to 11" x 17"/A3 or B4
- If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
- If you are enlarging B5 originals to B4

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- If you are enlarging A5 originals to A3
- If you are reducing 11" x 17"/A3 or B4 originals to LTR/A4 or B5 with Auto Orientation in Copy Settings (from the Settings/Registration screen) set to 'Off', load LTRR/A4R or B5R paper in Paper Drawer or the multi purpose tray.

■ Reduction

The available preset copy ratios for reducing originals are:

- •LGL → LTR (78%)
- •11" x 17" → LGL or 11" x 15" → LTR (73%)
- •11" x 17" → LTR (64%)
- •11" x 17" → STMT (50%)
- •A3 → B4, A4 → B5 (86%)
- •B4 → A4, B5 → A5 (81%)
- •A3 → A4, B4 → B5 (70%)
- •A3 → B5 (61%)
- •A3 → A5 (50%)
- •Minimum (25%)

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■ Enlargement

The available preset copy ratios for enlarging originals are:

- Maximum (400%)*1
- STMT → 11" x 17" (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)
- A5 → A3 (200%)
- A4 → A3, B5 → B4 (141%)
- A4 → B4, A5 → B5 (122%)
- B4 → A3, B5 → A4 (115%)

*1 Only when the original is placed on the platen glass, depending on the model of the machine you are using.

---

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-20.

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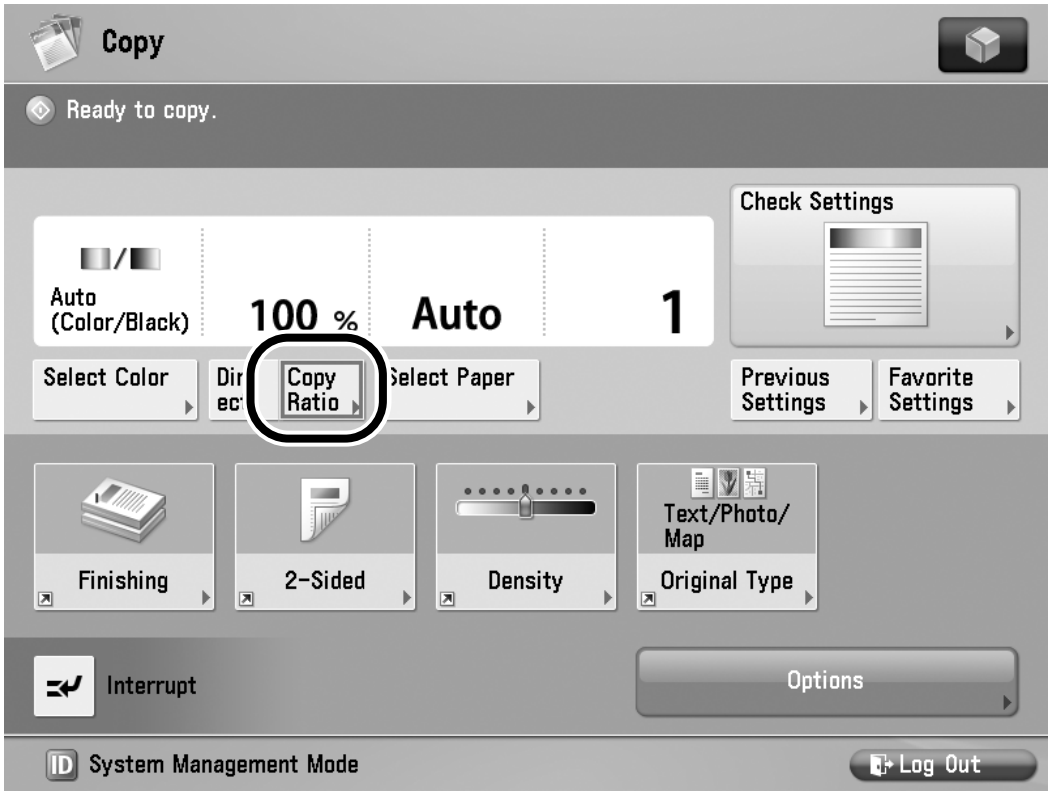
2 Press ④ (Back) or ⑥ (Next) to move the focus to [Copy Ratio] → press ⑤ (Select).



The voice guide announces that the Copy Ratio setting screen is displayed.

IMPORTANT

Make sure that you select a paper size [Auto] in the Select Paper setting screen.

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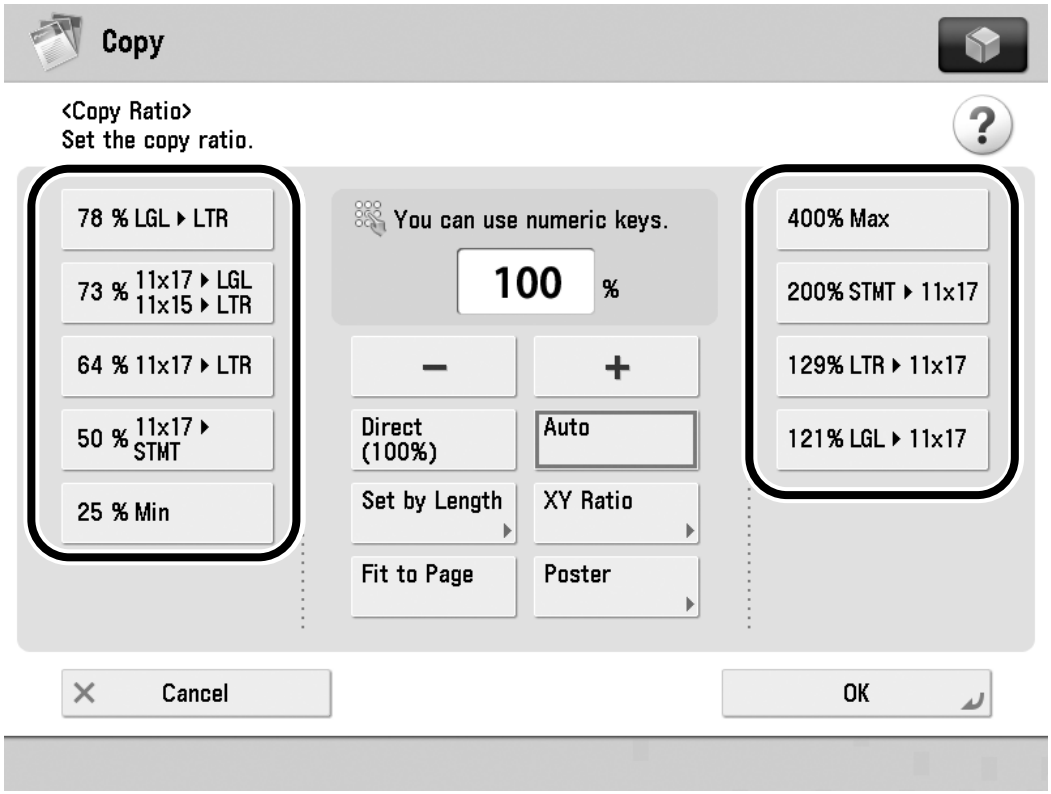
3 Press 4 (Back) or 6 (Next) to move the focus over the desired preset copy ratio → press 5 (Select).



4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

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5 Press (Start).

Copying starts.

NOTE

- To return the copy ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The available copy ratios are from 25% to 400%. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

Set the zoom ratio in 1% increments with the following procedure.

---

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-20.

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2 Press 4 (Back) or 6 (Next) to move the focus to [Copy Ratio] → press 5 (Select).

The voice guide announces that the Copy Ratio setting screen is displayed.

3 Press 4 (Back) or 6 (Next) to move the focus over the custom copy ratio → press 5 (Select).

The voice guide announces that the machine has entered the mode for entering numeric values.

4 Enter the desired zoom ratio percentage using 0 - 9 (numeric keys) → press ID (Confirm).

The voice guide announces that the ratio you have entered.

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5 Press ID (Confirm) until you return to the Copy Basic Features screen.

NOTE
If you enter a value outside the setting range, you will hear a voice message prompting you to enter an appropriate value.

6 Press (Start).

Copying starts.

NOTE
- To return the copy ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 25% to 400%.

IMPORTANT

- You cannot copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the standard paper sizes: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/A3, B4, A4, A4R, B5, B5R, A5, A5R, or B6, or B6R (You can place B6 only on the platen glass. You can place the B6R and A5R only into the feeder.)

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1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [Copy Ratio] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Preset Zoom," on p. 2-57.

The voice guide announces that the Copy Ratio setting screen is displayed.

IMPORTANT
Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

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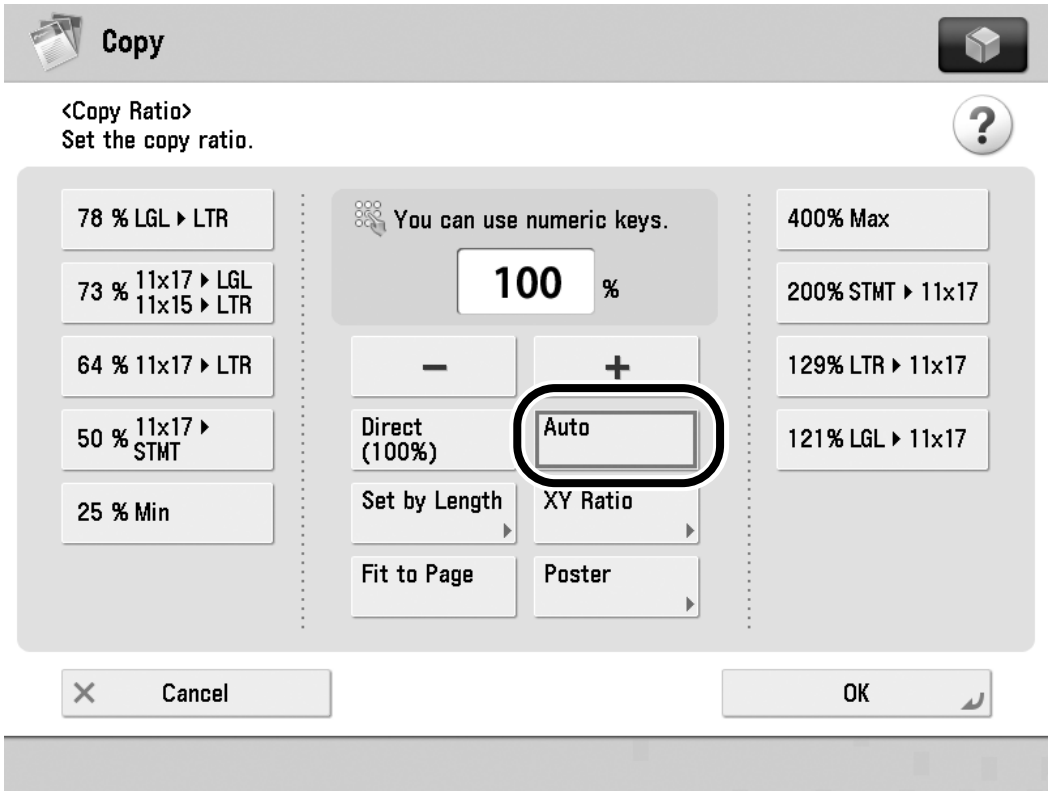
3 Press 4 (Back) or 6 (Next) to move the focus to [Auto] → press 5 (Select).



4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

Copying starts.

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NOTE

- If the original is placed on the platen glass, the copy ratio automatically appears when the feeder is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the copy ratio appears when (Start) is pressed.
- To return the copy ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Collating Copies

The Finishing modes can be selected to collate the copies in various ways, either by pages or copy sets.

There are three Finishing modes that are supported by the Voice Navigation mode: Collate, Group, and Staple.

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IMPORTANT

- The Finishing modes cannot be set if Transparency, Tracing Paper, or Labels is selected as the paper type.
- The Finishing mode cannot be used with other copy modes, depending on the model of the machine. When the focus moves [Finishing], you hear a message "cannot select this with the current settings."

NOTE

- To use the Staple mode, an optional finisher must be attached to the main unit.
- The Face Up/Face Down mode enables you to specify whether to output paper face up or face down. Press [Face Up/Face Down], and then select from the following:
  - [Auto]: If you are copying a single page original, copying on nonstandard size paper, or other available paper that is loaded in the multi-purpose tray, the printed sheets are output face up. Otherwise, the printed sheets are output face down.
  - [Face Down (Normal)]: Printed sheets are always output face down.
  - [Face Up (Reverse)]: Printed sheets are always output face up.

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- [Face Up/Face Down] may not be available depending on the model of the machine you are using.
- If you set the Staple or Hole Punch mode, the side of the paper which is printed on will always be output face down.
- The multi-purpose tray is not supported by the Voice Navigation mode.
- If the [Finishing] shortcut key is not displayed on the Copy Basic Features screen, you cannot use the Finishing mode. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

Collating Copies into Sets in Page Order

Copies are automatically collated into sets arranged in page order. For example, if you copy a three page original, and specify to make three copy sets, three copy sets are output in page order from page 1 to page 3.

---

1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

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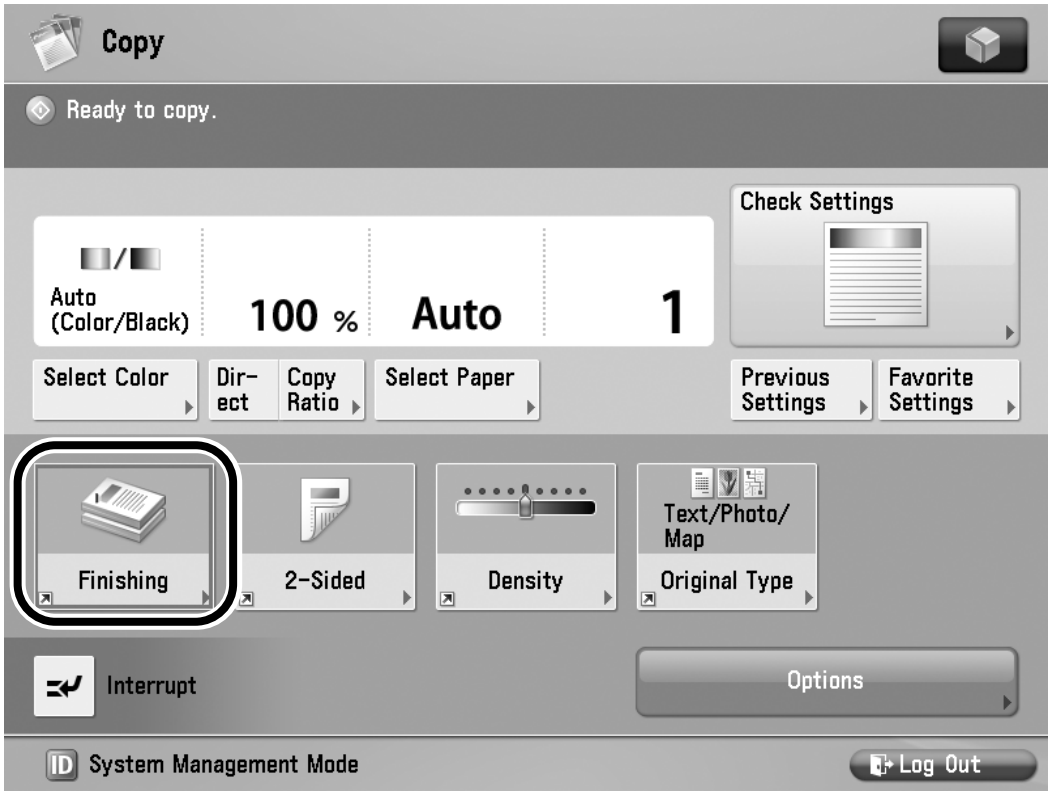
2 Press ④ (Back) or ⑥ (Next) to move the focus to [Finishing] → press ⑤ (Select).



The voice guide announces that the Finishing screen is displayed.

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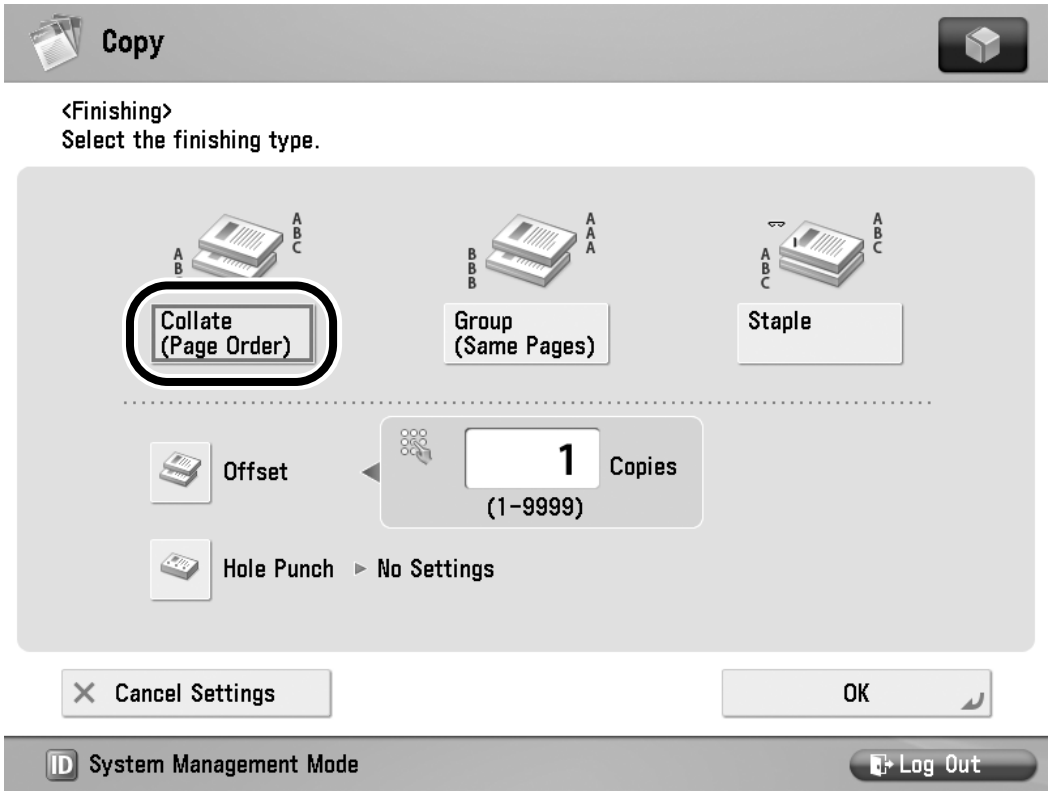
3 Press 4 (Back) or 6 (Next) to move the focus to [Collate (Page order)] → press 5 (Select).



[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Fold] appears only if the optional paper folding unit is attached.

[Offset] appears only if an optional finisher is attached.

[Rotate 90 Degrees] appears only if an optional finisher is not attached.

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● If you want holes made in your output:

❑ Move the focus to [Hole Punch] → press 5 (Select).

NOTE
You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● If you want fold made in your output:

❑ Move the focus to [Fold] → press 5 (Select).

❑ Move the focus to desired fold type and press 5 (Select) → press ID (Confirm).

● If you want to offset the output:

❑ Move the focus to [Offset] → press 5 (Select).

● If you want to rotate the output:

❑ Move the focus to [Rotate 90 Degrees] → press 5 (Select).

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IMPORTANT

- [Rotate 90 Degrees] can be selected only in the following cases:
  - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
  - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)
- If there is no paper which can be rotated, the output will be collated.

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

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Grouping Copies of the Same Page Together

All copies of the same original page are grouped together. For example, if you copy a three page original and specify to make three copy sets, the first copy set that is output will contain three copies of the first page, the second copy set will contain three copies of page 2, and the third copy set will contain three copies of page 3.

---

1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [Finishing] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 2-70.

The voice guide announces that the Finishing screen is displayed.

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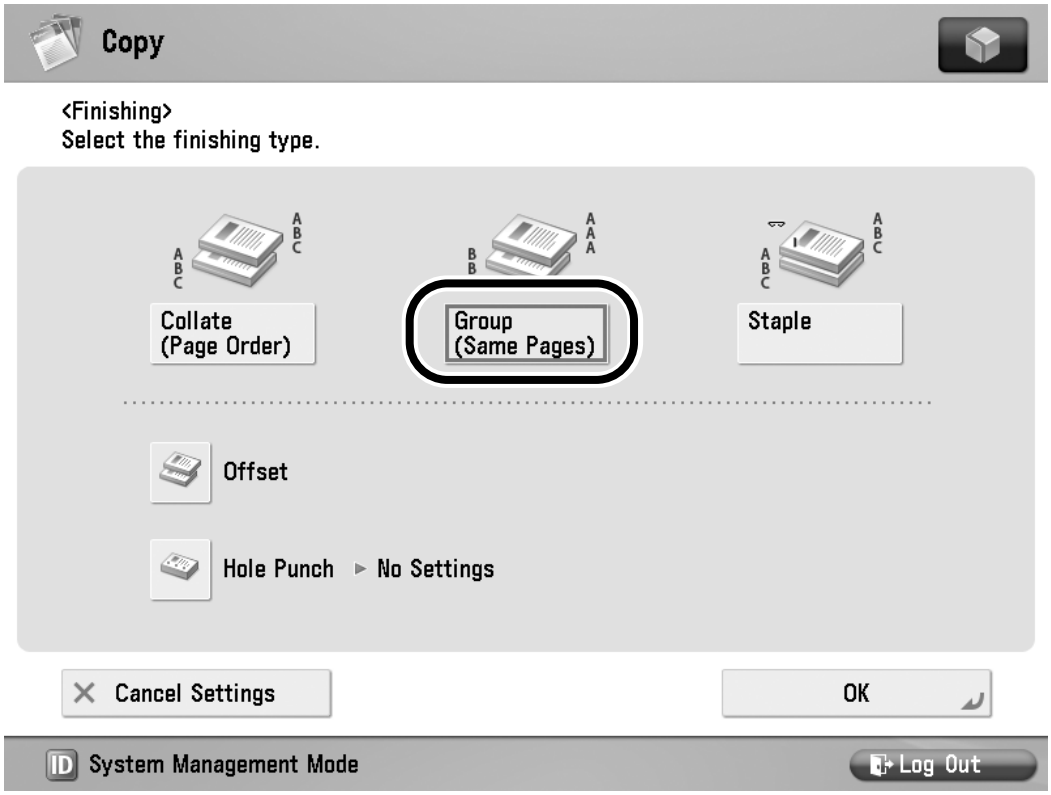
3 Press 4 (Back) or 6 (Next) to move the focus to [Group(Same pages)] → press 5 (Select).



[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Offset] appears only if an optional finisher is attached.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Fold] appears only if the optional paper folding unit is attached.

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[Rotate 90 Degrees] appears only if an optional finisher is not attached.

- **If you want holes made in your output:**

  ❑ Move the focus to [Hole Punch] → press 5 (Select).

NOTE
You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

- **If you want fold made in your output:**

  ❑ Move the focus to [Fold] → press 5 (Select).

  ❑ Move the focus to desired fold type and press 5 (Select) → press ID (Confirm).

- **If you want to offset the output:**

  ❑ Move the focus to [Offset] → press 5 (Select).

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● If you want to rotate the output:

❑ Move the focus to [Rotate 90 Degrees] → press 5 (Select).

IMPORTANT

- [Rotate 90 Degrees] can be selected only in the following cases:
  - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
  - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press ◇ (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press C (Reset).

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Collating Pages and Stapling

Copies are automatically collated into sets arranged in page order and stapled.

The output is as follows:

■ **If you select [Corner] (Top Left):**
For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in the upper left corner.

■ **If you select [Double] (Left):**
For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in two locations on the left.

■ **If you select [Saddle Stitch]:**
For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in two locations in the middle to make a booklet.

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IMPORTANT

The Saddle Stitch mode can only be selected set if an optional finisher is attached to the machine. However, the Saddle Stitch mode is not supported by the Voice Navigation mode. Please seek assistance, if necessary, if you need to set this mode.

---

1 Place your originals.

NOTE

For instruction on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [Finishing] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 2-70.

The voice guide announces that the Finishing screen is displayed.

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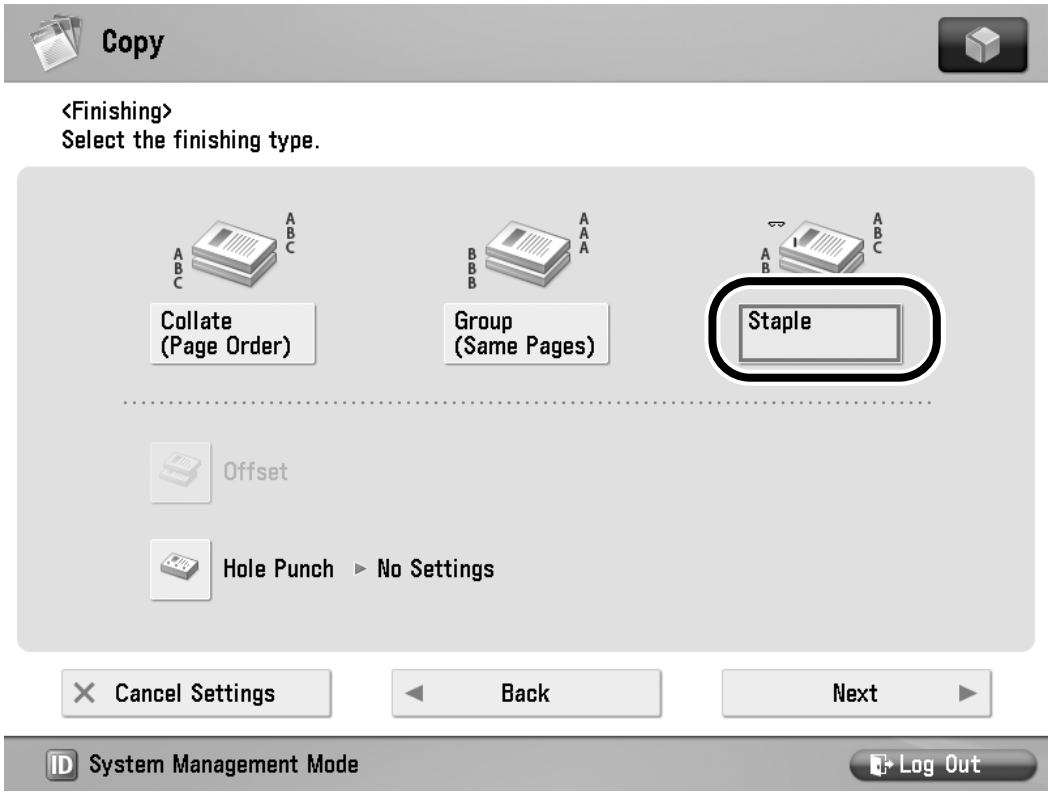
3 Press ④ (Back) or ⑥ (Next) to move the focus to [Staple] → press ⑤ (Select).



[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

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● **If you want holes made in your output:**

❑ Move the focus to [Hole Punch] → press 5 (Select).

NOTE
You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● **If you want Z-Fold made in your output:**

❑ Move the focus to [Fold] → press 5 (Select).

❑ Move the focus to [Z-Fold] and press 5 (Select) → press ID (Confirm).

4 Press 4 (Back) or 6 (Next) to move the focus to [Next] → press 5 (Select).

The voice guide announces that the Staple Type screen is displayed.

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5 Press 4 (Back) or 6 (Next) to move the focus to [Corner] or [Double] → press 5 (Select).

6 Press 4 (Back) or 6 (Next) to move the focus over the desired stapling position → press 5 (Select).

7 Press ID (Confirm).

The display returns to the Staple Type screen.

8 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

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2-Sided Copying

This mode enables you to make 2-sided copies from 1-sided or 2-sided originals, or make 1-sided copies from 2-sided originals.

IMPORTANT

You may not be able to make 2-sided copies on some types of paper, depending on the paper.

NOTE

- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the black edge of the feeder.
- Paper used to make 2-sided copies must conform to the following specifications:
  - Paper size: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/12"x18", 11"x17", LGL, LTR, LTRR, EXEC, or STMT/305 x 457 mm, A3, B4, A4, A4R, B5, B5R, or A5R
  - Paper weight: 14 lb bond to 110 lb index (52 to 209 g/m^2)
- These specifications may vary depending on the machine model you are using.

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- If the [2-Sided] shortcut key is not displayed on the Copy Basic Features screen, you cannot use the 2-Sided mode. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

Making 2-Sided Copies from 1-Sided Originals

This mode enables you to make 2-sided copies from 1-sided originals.

IMPORTANT

- The 1-Sided▶2-Sided mode cannot be used with other copy modes, depending on the model of the machine. When the focus moves [1-Sided▶2-Sided], you hear a message "cannot select this with the current settings."
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR/A4R, B5R, and A5R, horizontally. If these originals are placed vertically, the back side of the original is copied upside down.

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- If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand.

1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

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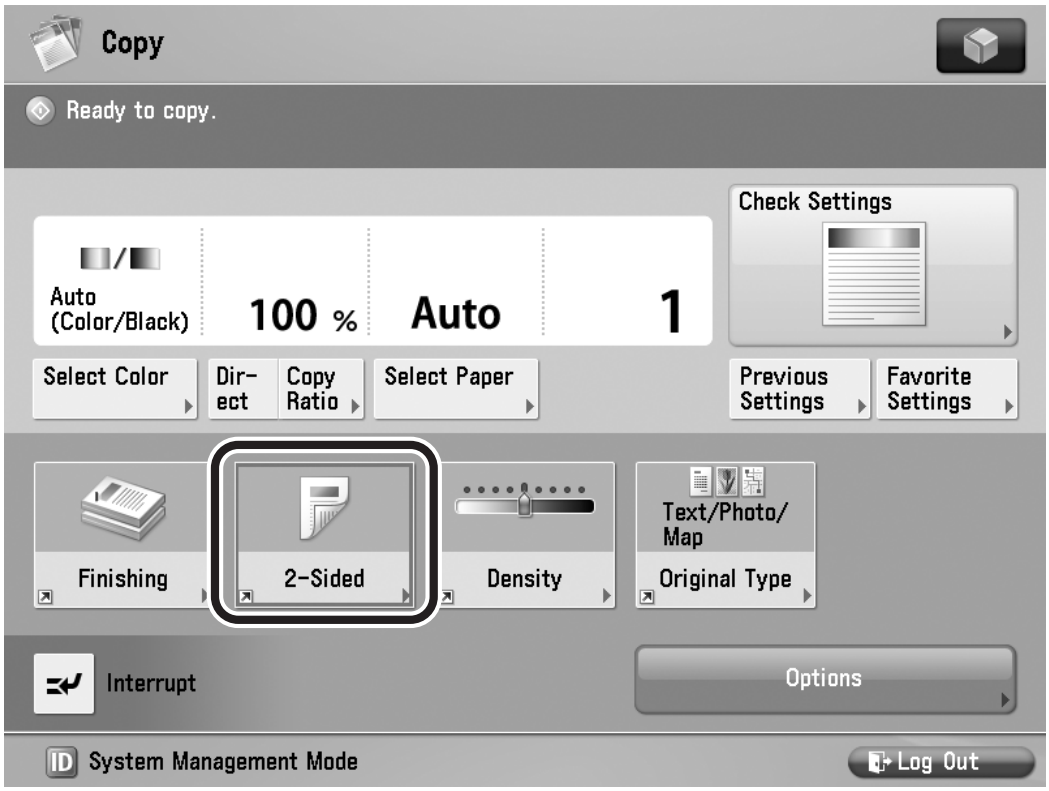
2 Press ④ (Back) or ⑥ (Next) to move the focus to [2-Sided] → press ⑤ (Select).



The voice guide announces that the 2-Sided setting screen is displayed.

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3 Press 4 (Back) or 6 (Next) to move the focus to [1-Sided▶2-Sided] → press 5 (Select).

● If you want to set the orientation of your 2-sided documents:

❑ Move the focus to [Set Details] → press 5 (Select).

The display switches to the advanced setting screen.

❑ Move the focus to [Book Type] or [Calendar Type] → press 5 (Select) → press ID (Confirm).

[Book Type]: The front and back sides of the copy will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

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4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

Making 2-Sided Copies from 2-Sided Originals

This mode enables you to make 2-sided copies from 2-sided originals. If the originals are placed in the feeder, they are automatically turned over to make 2-sided copies.

IMPORTANT
The 2-Sided▶2-Sided mode cannot be used with other copy mode depending on the model of the machine. When the focus moves [2-Sided▶2-Sided], you hear a message "cannot select this with the current settings."

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NOTE
If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.

---

1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [2-Sided] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-85.

The voice guide announces that the 2-Sided setting screen is displayed.

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3 Press 4 (Back) or 6 (Next) to move the focus to [2-Sided▶2-Sided] → press 5 (Select).

● If you want to set the orientation of the original and copies:

❑ Move the focus [Set Details] → press 5 (Select).

The display switches to the advanced setting screen.

❑ Move the focus to [Book Type] or [Calendar Type] under <original> → press 5 (Select).

❑ Move the focus to [Book Type] or [Calendar Type] under <copy> → press 5 (Select).

❑ Press ID (Confirm).

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Original

[Book Type]: The front and back sides of the original have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-to-bottom orientations.

Copy

[Book Type]: The front and back sides of the copy will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

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4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

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Making 1-Sided Copies from 2-Sided Originals

This feature automatically turns over 2-sided originals placed in the feeder to make 1-sided copies on different sheets of paper.

IMPORTANT

- The 2-Sided▶1-Sided mode cannot be used with other copy mode depending on the model of the machine. When the focus moves [2-Sided▶1-Sided], you hear a message "cannot select this with the current settings."
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR/A4R, B5R, and A5R, horizontally. If these originals are placed vertically, the back side of the original is copied upside down.

NOTE

If you want to place your 2-sided original on the platen glass, use the Job Build mode in Options to execute 2-Sided▶1-Sided copying. For more information on the Job Build mode, see the instruction manuals that came with your machine.

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1 Place your originals.

NOTE
For instruction on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [2-Sided] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-85".

The voice guide announces that the 2-Sided setting screen is displayed.

3 Press 4 (Back) or 6 (Next) to move the focus to [2-Sided▶1-Sided] → press 5 (Select).

● If you want to set the orientation of your 2-sided documents:

❑ Move the focus to [Set Details] → press 5 (Select).

The display switches to the advanced setting screen.

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❑ Move the focus to [Book Type] or [Calendar Type] → press 5 (Select) → press ID (Confirm).

[Book Type]: The front and back sides of the original will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press ◇ (Start).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press C (Reset).

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Making 2-Sided Copies from Facing Pages in a Book

This feature enables you to make 2-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

IMPORTANT

- The Book▶2-Sided mode cannot be used with other copy mode depending on the model of the machine. When the focus moves [Book▶2-Sided], you hear a message "cannot select this with the current settings."
- Only LTR/A4 or B5 paper can be used for Book▶2-Sided copying.
- If you select [Front/Back 2-Sided], the front side of the first 2-sided page and the back side of the last 2-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.

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1 Place your originals.

NOTE
For instructions on placing originals, see "Placing Originals," on p. 2-20.

2 Press 4 (Back) or 6 (Next) to move the focus to [2-Sided] → press 5 (Select).

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-85.
To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

The voice guide announces that the 2-Sided setting screen is displayed.

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3 Press 4 (Back) or 6 (Next) to move the focus to [Book▶2-Sided] → press 5 (Select).

● If you want to select the desired type of 2-sided layout:

❑ Move the focus to [Set Details] → press 5 (Select).

The display switches to the advanced setting screen.

❑ Move the focus to [Left/Right 2-Sided] or [Front/Back 2-Sided] → press 5 (Select) → press ID (Confirm).

The display returns to the 2-Sided setting screen.

[Left/Right 2-Sided]: The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.

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[Front/Back 2-Sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

4 Press ID (Confirm).

The display returns to the Regular Copy Basic Features screen.

5 Press ◇ (Start).

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press ◇ (Start).

Scanning starts.

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6 When scanning is complete, press 4 (Back) or 6 (Next) to move the focus to [Start Copying] → press 5 (Select).

Copying starts.

NOTE
To cancel all settings and return the machine to the Standard mode, press (Reset).

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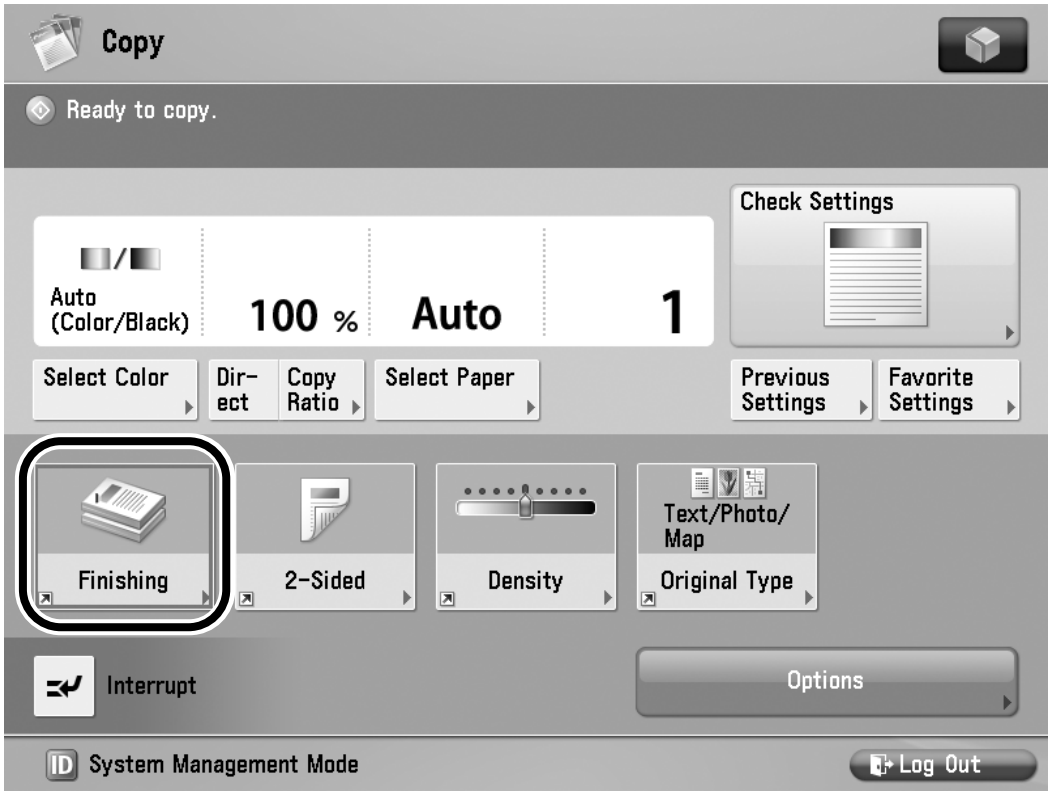
Canceling a Copy Mode

This section explains how to cancel a copy mode, using the Finishing mode as an example.

1 Display the copy mode that you want to cancel.

In this example, move the focus to [Finishing].



The screen for selecting the Finishing mode is displayed.

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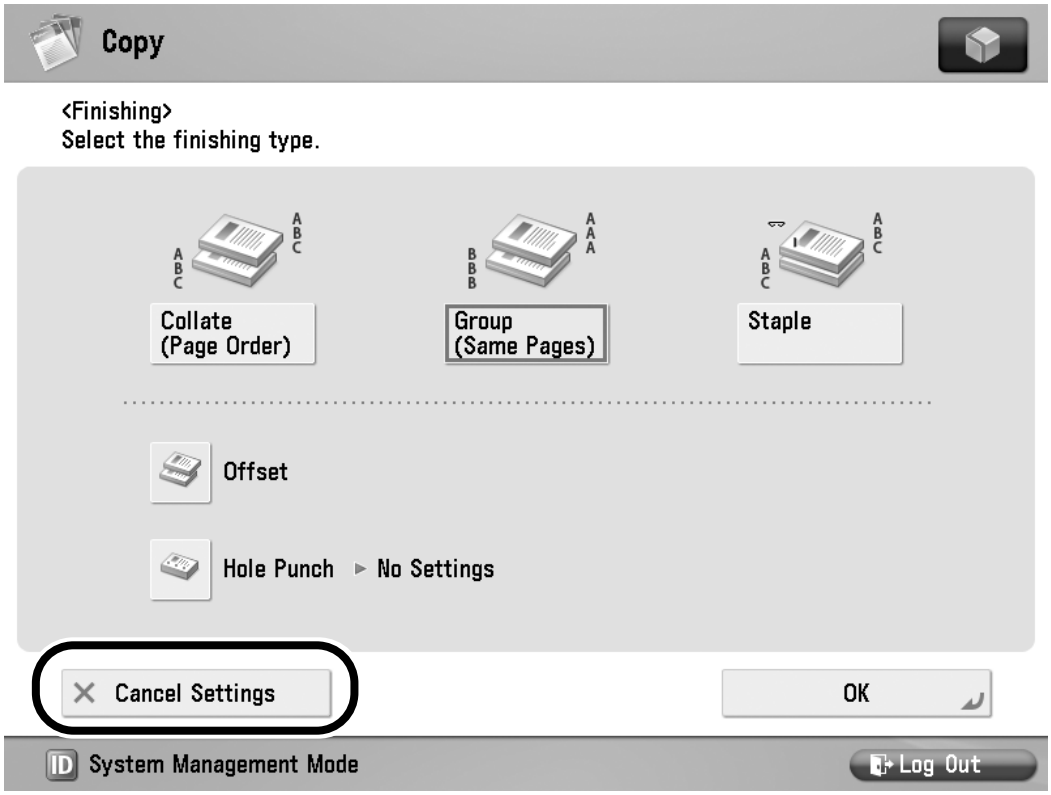
2 Press 4 (Back) or 6 (Next) to move the focus to [Cancel Settings] → press 5 (Select).



The display returns to the Regular Copy Basic Features screen.

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Using the Send and Fax Functions in the Voice Navigation Mode

3
CHAPTER

This chapter explains the send and fax functions that are supported by the Voice Navigation mode.

Basic Send/Fax Features 3-2
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Basic Send/Fax Features

This section explains the send and fax functions that are supported by the Voice Navigation mode.
You can send fax and I-fax documents, e-mail messages, or send documents to a file server, or Mail Box destination (if the destination has been registered in a Favorite Settings in advance).

NOTE

- An optional product may be necessary to use the Scan and Send or Fax function. For more information, see the instruction manuals that came with your machine.
- The Voice Navigation mode dose not supported the installation of optional equipment. Please seek assistance, or contact your local authorized Canon Dealer if you must install optional equipment.

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Before sending or faxing a document, press 9 (Current Screen and Item) to confirm which screen is displayed.

If you hear a Voice Navigation message informing you that the current screen is the Scan and Send or Fax Basic Features screen, proceed to "Flow of Sending Operations," on p. 3-5.

If the Copy Basic Features screen or Voice Navigation Settings screen is displayed, press ID (Confirm) to return to the Main Menu → move the focus over [Scan and Send] or [Fax] → press 5 (Select).

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IMPORTANT

- According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:
  - Your fax number
  - Your personal name or company name
  - Time and date of transmission
- Network settings must be specified to send scanned documents to an e-mail address, I-fax address, or a file server. Please seek assistance from your network administrator if network settings are not set.

NOTE

- If you do not hear any Voice Navigation messages, start the Voice Navigation mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-32.)
- For more information on Send Settings, see the instruction manuals that came with your machine.

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NOTE

The maximum number of send jobs that the machine can handle is 120, including jobs with error codes. Among a these, 64 fax jobs can be handled. However, the actual number of send jobs that the machine can handle may be less than 120, depending on the following conditions:

- When multiple documents are being sent at the same time
- When large documents are being sent
- When a large amount of memory is being used for the Mail Boxes and Fax/I-Fax Inbox

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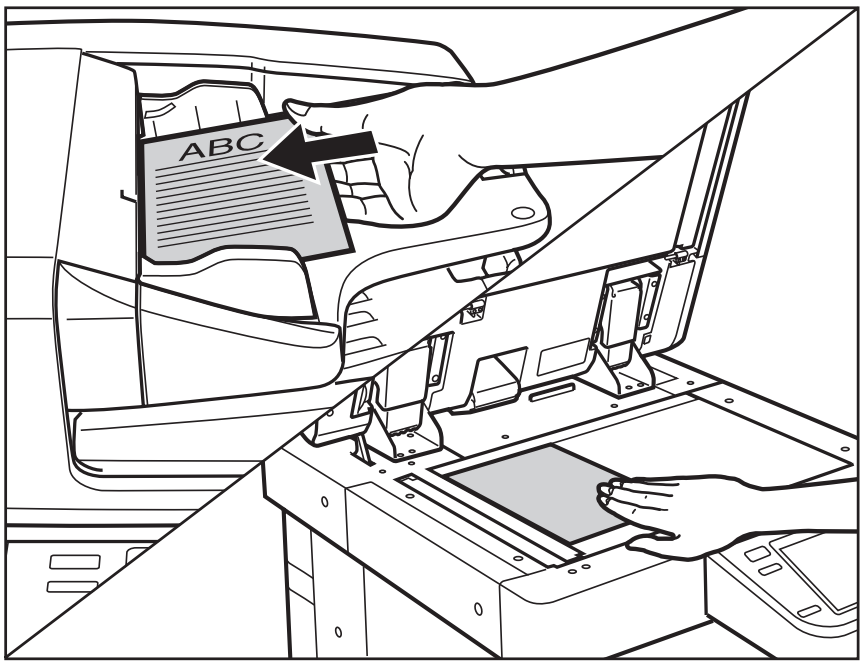
1 Place your originals on the platen glass or into the feeder.



NOTE

For instructions on placing your originals, see "Placing Originals," on p. 2-20.

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2 Specify the destinations.

● To set from the Fax Basic Features screen:

❑ Move the focus to the Fax number → press 5 (Select).

❑ Specify the fax destination. (See "Sending Fax Document Manually," on p. 3-20.)

IMPORTANT

If the Fax Basic Features screen is set to [Address Book], close [Address Book] and move the focus to the fax number.

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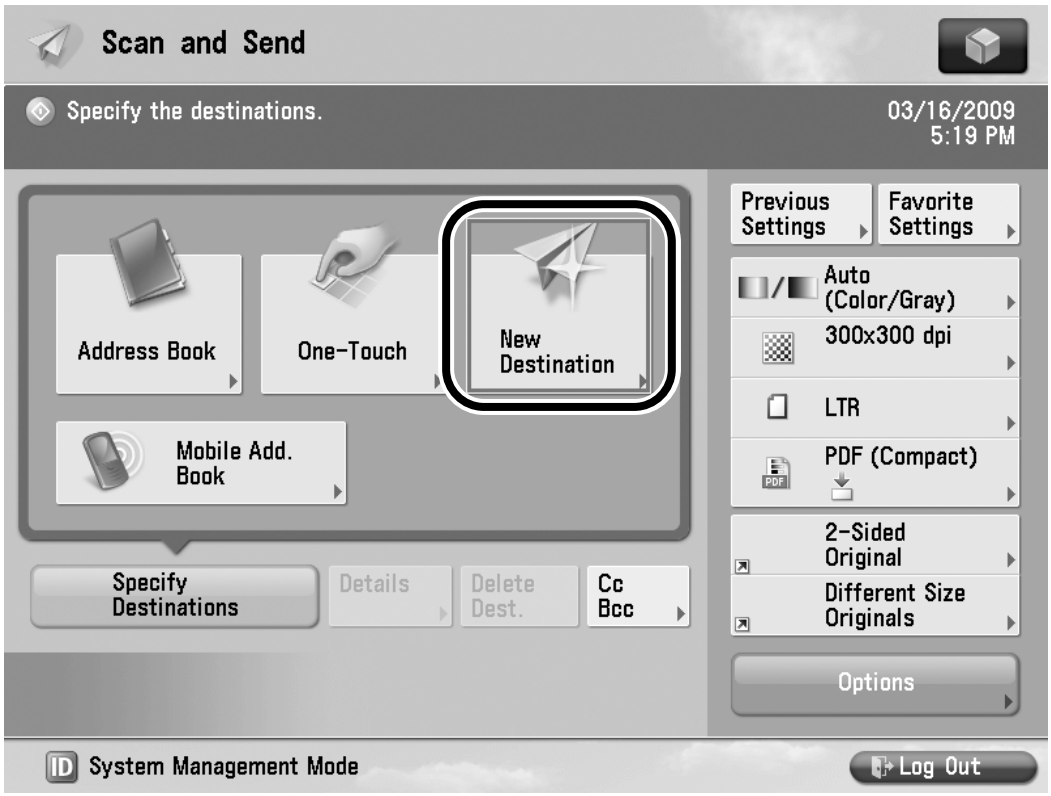
● To set from the Scan and Send Basic Features screen:

❑ Confirm that the focus is on [New Destination] →press (5) (Select).



NOTE

- If the Scan and Send Basic Features screen is set to [Favorite Settings], the focus moves to [New Destination] when the screen is closed without recalling the setting.
- If the Scan and Send Basic Features screen is set to [Address Book] or [One-Touch], close [Address Book] or [One-Touch] and move the focus to [New Destination].

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NOTE

If the focus is not displayed on [New Destination], move the focus to [Specify Destinations] → press (5) (Select).

❑ When you hear that the focus is displayed on [Fax], press (5) (Select).

NOTE

If [Fax] is not displayed on [New Destination], please seek assistance.

❑ Set the fax destination. (See "Sending Fax Document Manually," on p. 3-20.)

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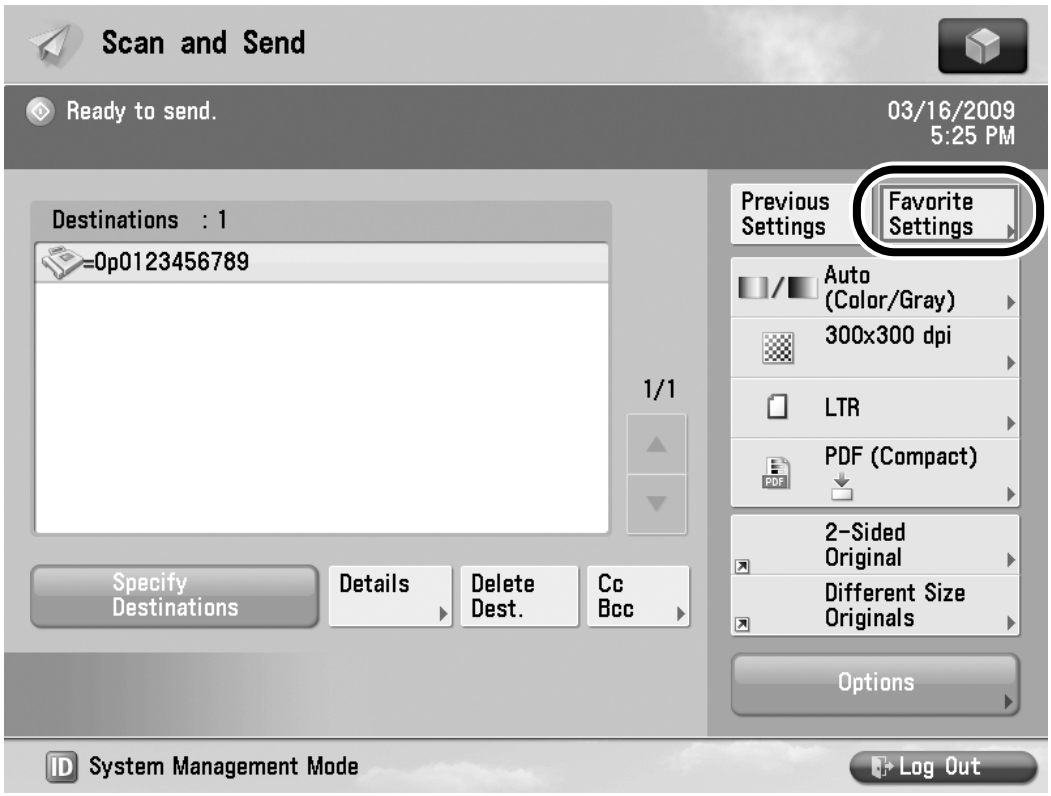
● When the destination is stored in Favorite Settings:

❑ Move the focus to [Favorite Settings] → press (5) (Select).



You will hear that the Favorite Settings Selection screen is displayed.

❑ Specify the Favorite Settings button settings. (See "Using the Favorites Settings," on p. 3-30.)

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NOTE

- Favorite Settings can only be set for the Scan and Send function.
- If you do not want to recall a setting, press ID (Confirm).
- A maximum of 256 destinations can be specified at the same time. If you specify a group, which is made up of several destinations, each destination is counted as a separate address.
- The specifying of new addresses other than fax destinations and existing addresses stored in One-Touch, searching for destinations stored on a server, setting cc and bcc destinations, and storing of addresses in Favorite Settings, are not supported with the Voice Navigation mode. For information on these operations, see the instruction manuals that came with your machine.
- The selecting of destinations from the Address Book is not supported with the Voice Navigation mode.

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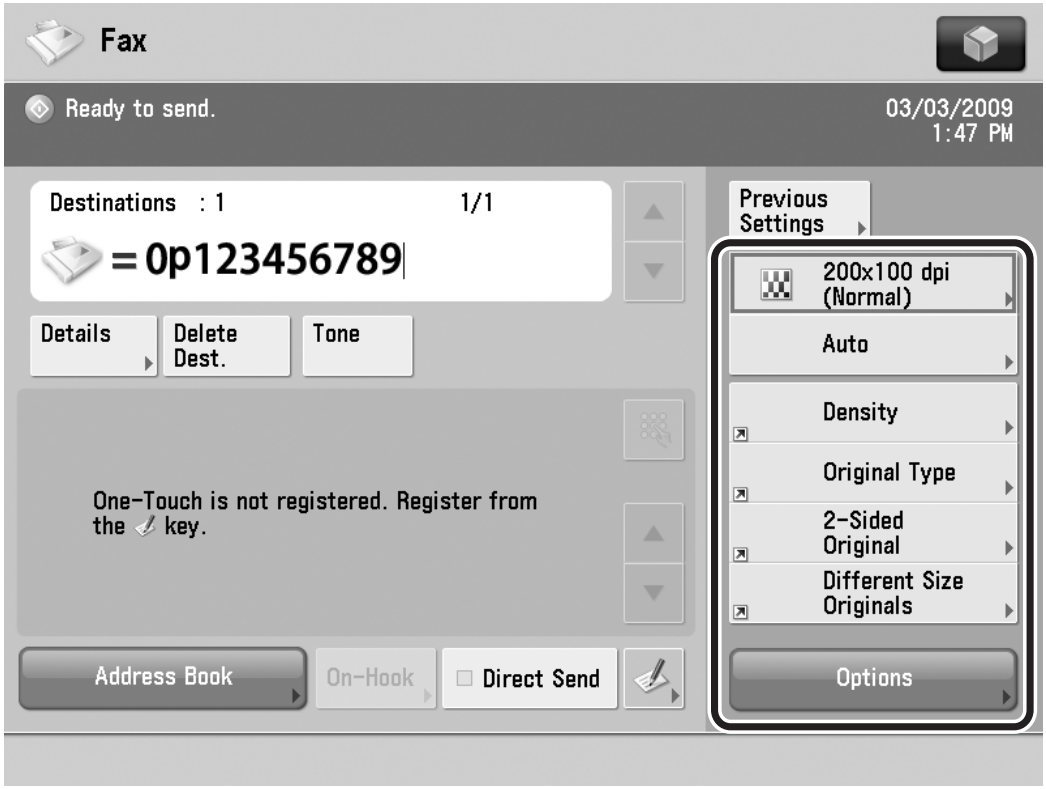
3 If you want to change the scan settings, perform the following procedure.

❑ Move the focus to each scan settings → press (5) (Select).

● If you want to change the scan setting on the Fax Basic Features screen:



Fax Basic Features screen

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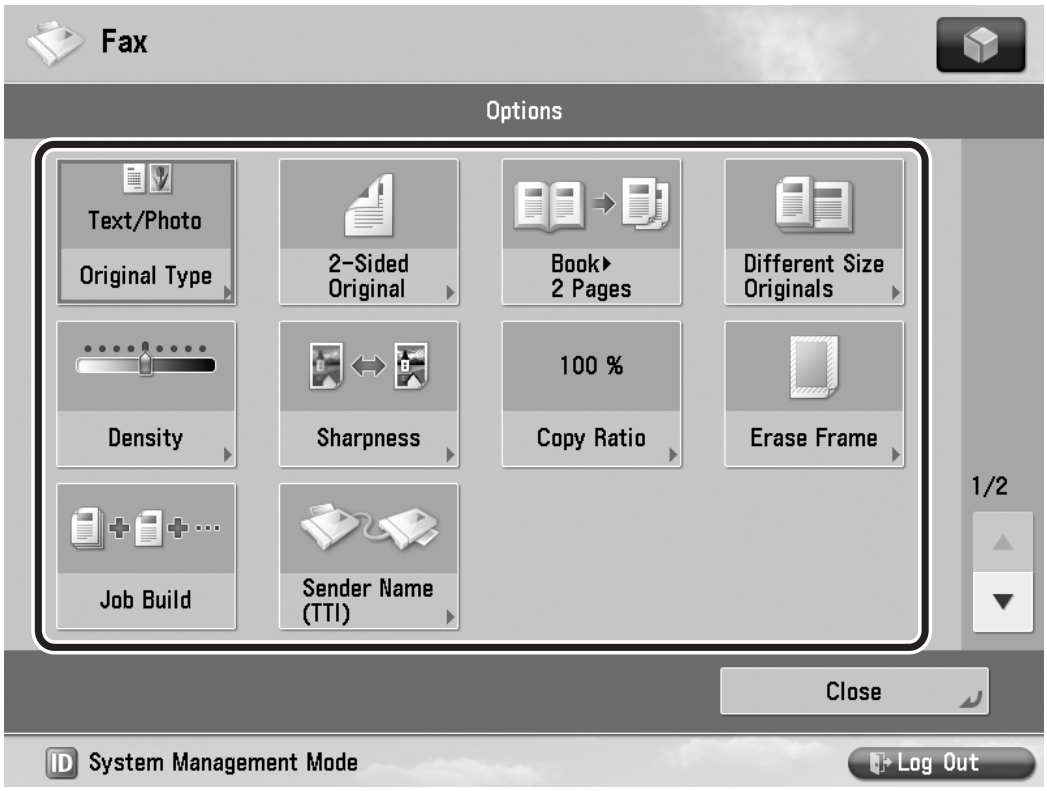

Options screen

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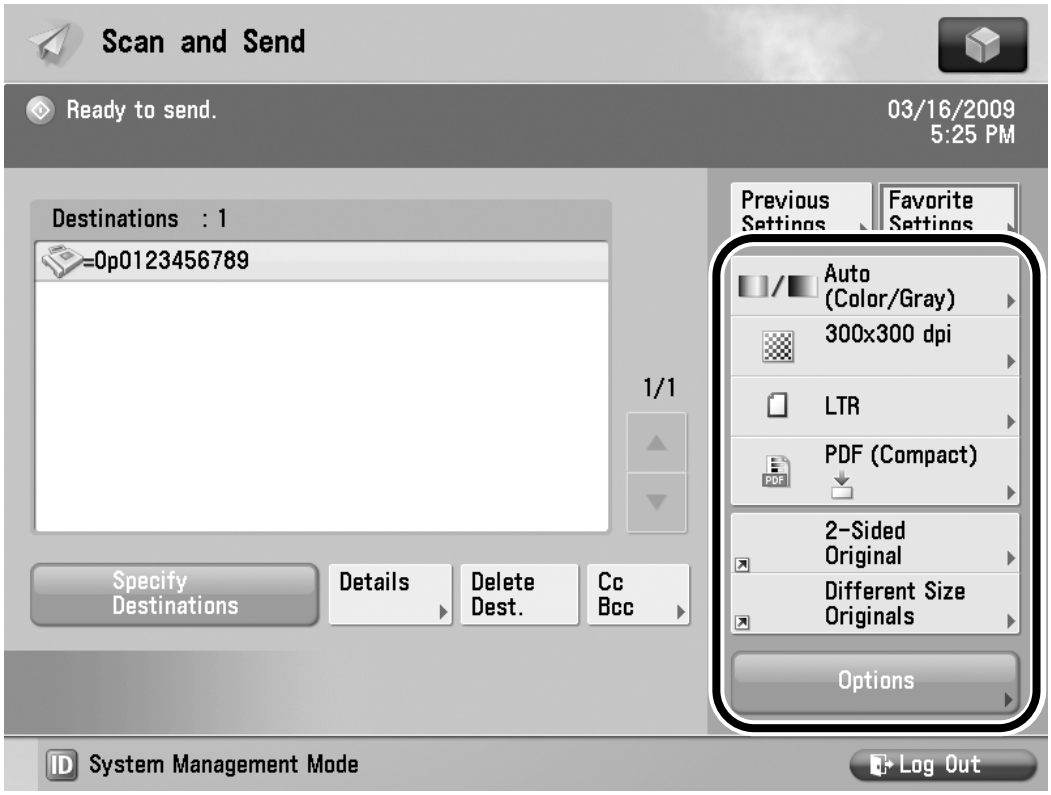
● If you want to change the scan setting on the Scan and Send Basic Features screen:



Scan and Send Basic Features screen

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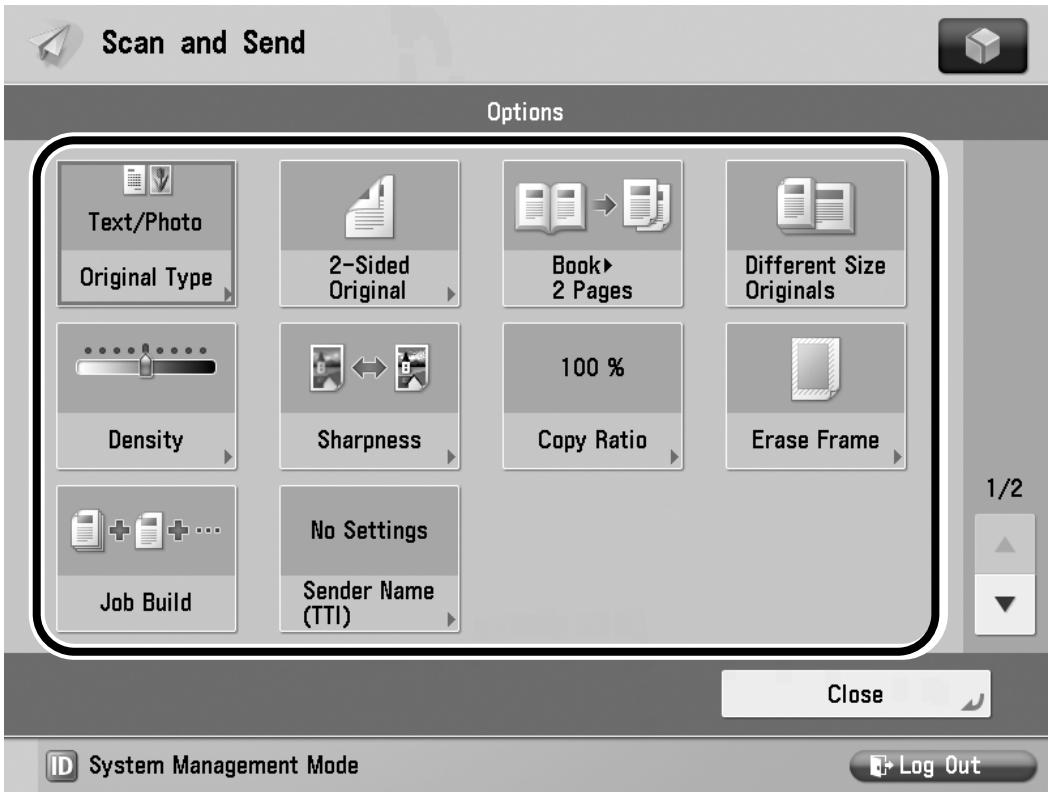

Options screen

NOTE

If the focus does not move to a setting, that setting is not supported with the Voice Navigation mode.

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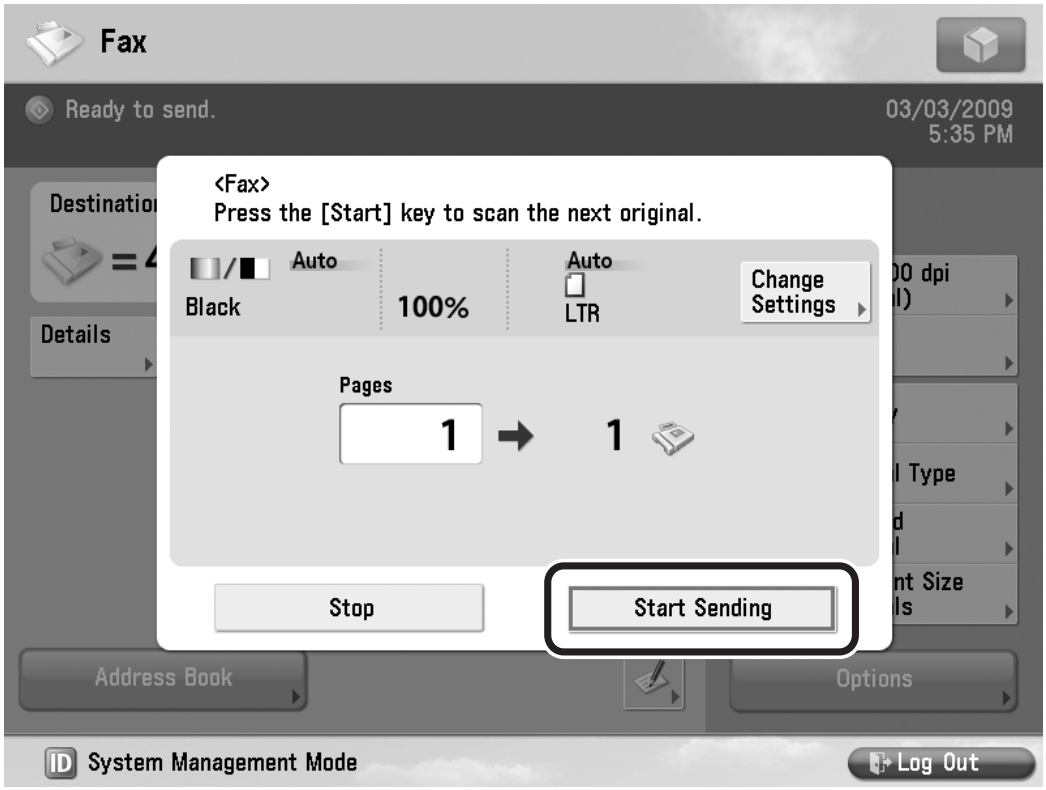
4 Press (Start).

If the following screen is displayed, follow the instructions on the screen → press (Start). When scanning is complete, move the focus to [Start Sending] by pressing 4 (Back) or 6 (Next) → press 5 (Select).



Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

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IMPORTANT

The size of the original is detected automatically. However, if the output paper in the recipient's machine is not equal to the scanned document size, the original image maybe reduced in size to match it.

NOTE

- During a scan, you may hear the message "an error has occurred for an unknown reason." If you are having difficulties handling the error, please seek assistance.
- For information on canceling a send job, see "Canceling a Job," on p. 3-18.

5 When scanning is complete, remove your originals from the platen glass or the output tray of the feeder.

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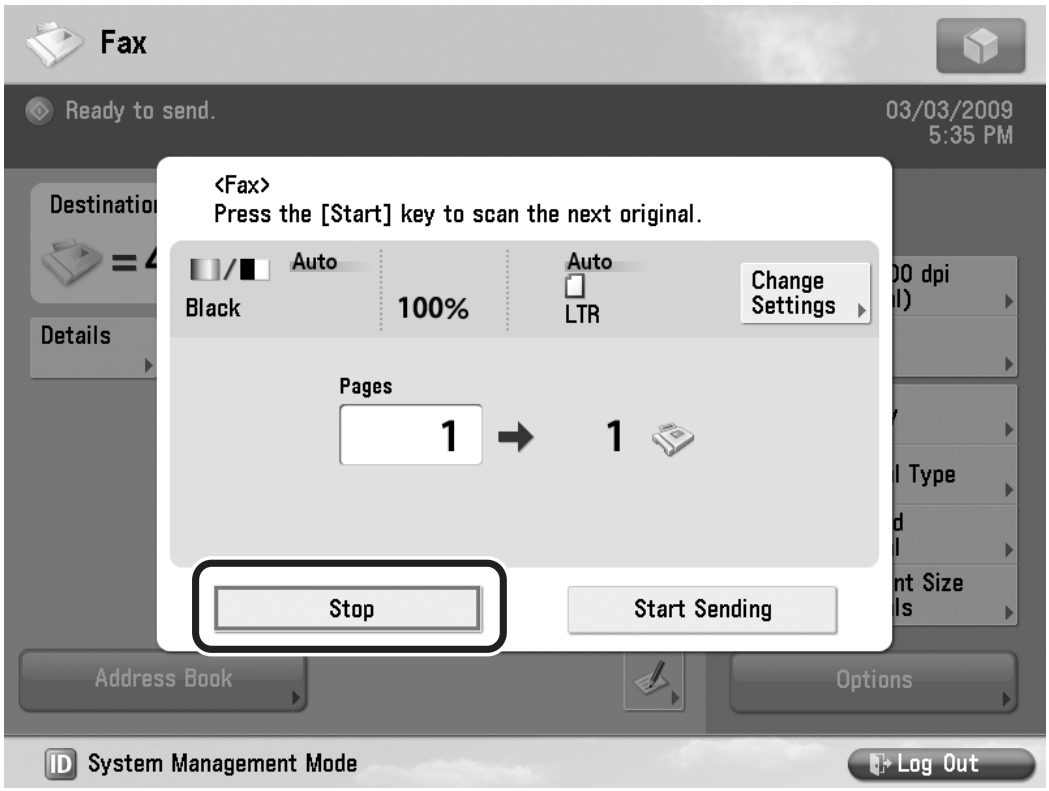
This section describes how to cancel a send job.

1 Press ④ (Back) or ⑥ (Next) to move the focus to [Stop] on the pop-up screen that appears while the machine is scanning → press ⑤ (Select).



A confirmation screen is displayed.

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2 Press 4 (Back) or 6 (Next) to move the focus to [Yes] → press 5 (Select).

The send job is canceled.

The display returns to the Fax or Scan and Send Basic Features screen.

3 Remove your originals.

NOTE

- You can also cancel a send job by pressing (Stop), while the job is being scanned.
- You cannot cancel jobs from the Status Monitor/Cancel screen.

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Sending Fax Document Manually

It is necessary to specify a destination to send a fax. This section describes the procedure for sending a fax.

IMPORTANT

- The destination entered here is deleted once the fax is sent.
- Manual Sending enables you can to send a document consisting of two or more pages only if you use the feeder. You can only send one page at a time when you place your original on the platen glass.
- You can specify only one destination at a time if you are using the Direct Sending mode.
- Memory Sending is automatically set if the Delayed Send mode is set, or if multiple destinations are specified. For more information on the Delayed Send mode, see the instruction manuals that came with your machine.

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NOTE

- For more information on storing destinations, see the instruction manuals that came with your machine.
- You can only enter the fax number with the Voice Navigation mode.
- To specify a destination that is previously stored, use the Favorite Settings button. (See "Using the Favorites Settings," on p. 3-30.)
- You can erase destinations on the Scan and Send Basic Features screen before scanning. (See "Confirming the Destination List," on p. 3-34.)
- For information on setting the pause time, see the instruction manuals that came with your machine.
- If you set the Direct Sending mode, it is automatically canceled after sending is complete.
- For more information on the Direct Sending mode, see the instruction manuals that came with your machine.
- For information on using fax information services, see the instruction manuals that came with your machine.

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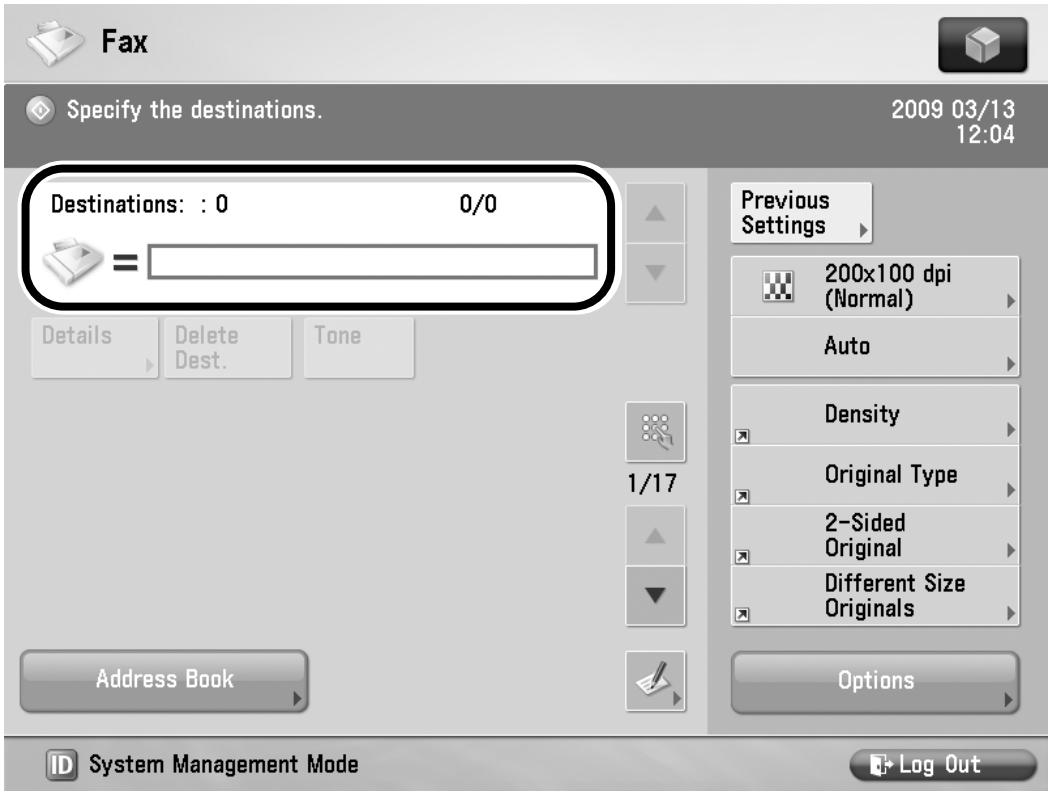
1 **See "Basic Send/Fax Features," on p. 3-2 to display the new destination.**

2 **Press ④ (Back) or ⑥ (Next) to move the focus to fax number → press ⑤ (Select).**



The New Destination screen for the Fax function

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The New Destination screen for the Scan and Send function

The voice guide announces that the machine has entered the mode for entering numeric values.

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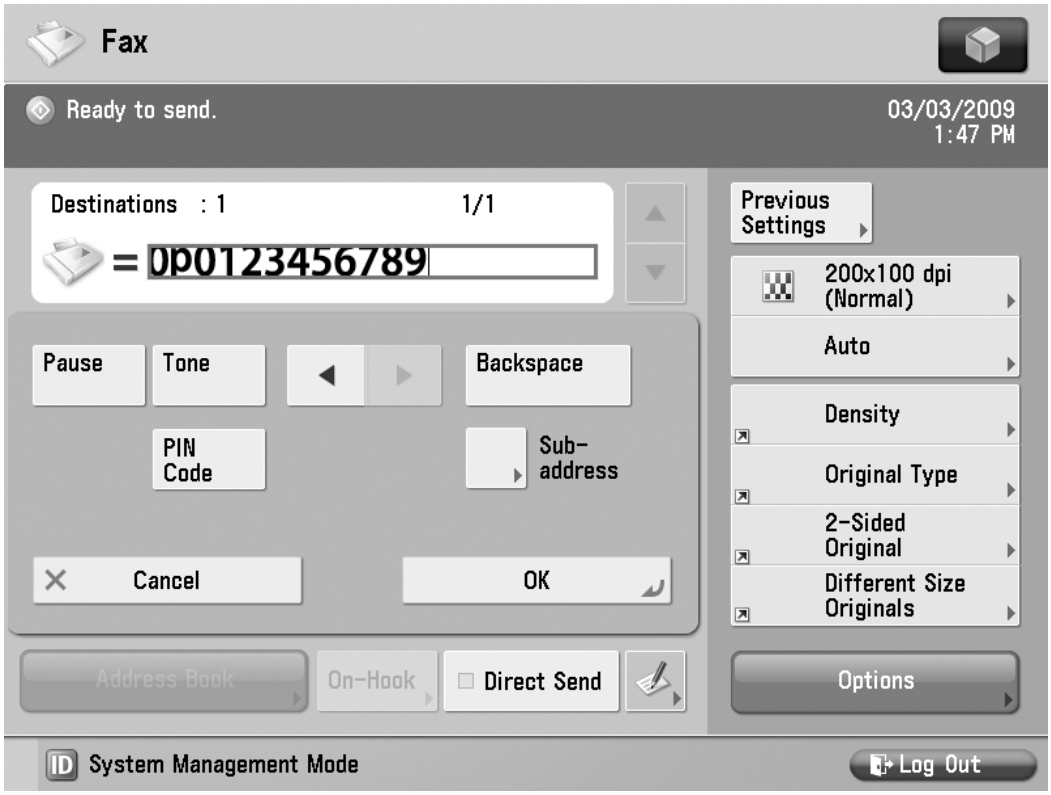
3 Enter the recipient's fax number using 0 - 9 (numeric keys).



The New Destination screen for the Fax function

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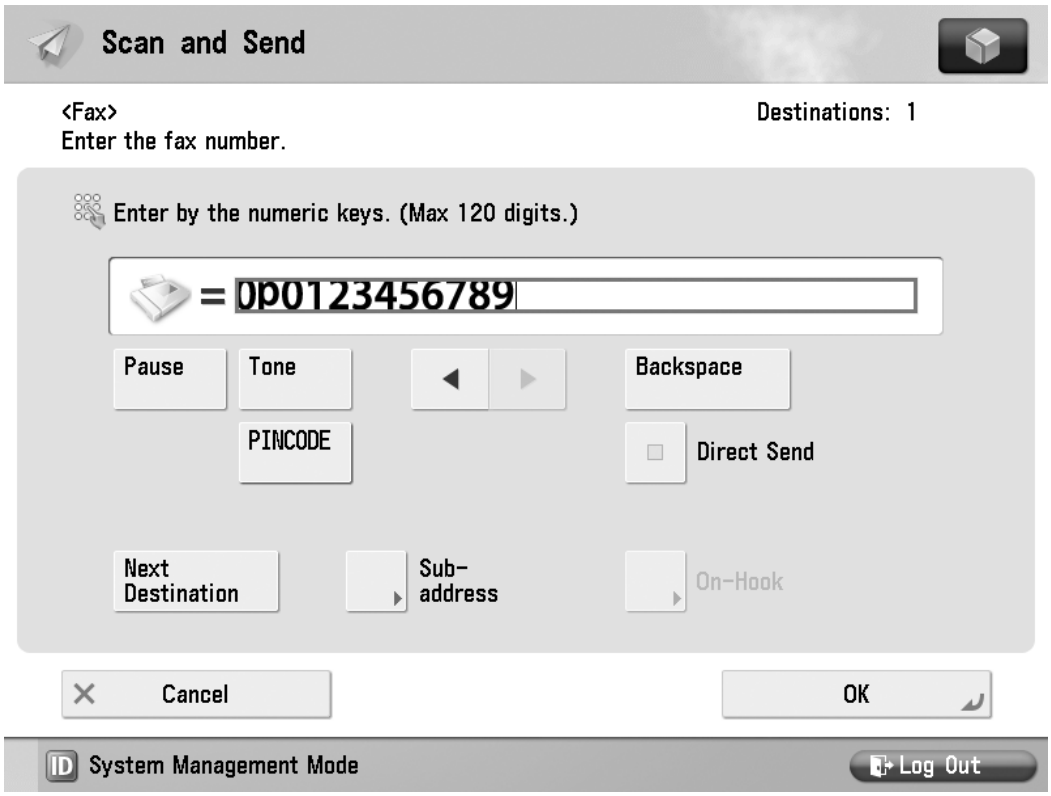

The New Destination screen for the Scan and Send function

IMPORTANT

Make sure that you hear the dial tone before entering the fax number. If you enter the fax number before hearing the dial tone, the call may not be connected, or an incorrect number may be dialed.

Details of each item are shown below.

[Pause]: Insert a pause of several seconds in the fax number that you are dialing. If you insert a pause, the letter <p> is displayed between the numbers, and the letter <P>

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appears at the end of the number. When dialing an overseas number, insert a pause after the country code, and at the end of the telephone number.

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange) which accepts only tone signals. If you press [Tone], the letter <T> appears.

[Direct]: Press to send documents directly to the recipient. If you do not select the Direct Sending mode, Memory Sending mode is used instead.

*Items other than those indicated on the previous page are not supported with the Voice Navigation mode.

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IMPORTANT

- You cannot insert a pause at the beginning of a number.
- If you cancel manual sending during transmission, the pages that have already been scanned are sent.

NOTE

- If you make a mistake when entering the fax number, press C (Clear) to clear your entry → enter the correct number.
- If you want to enter a pause or tone, it is necessary to press ID (Confirm) to confirm the number. After pressing ID (Confirm), move the focus to [Pause] or [Tone], and then press 5 (Select). If you want to enter numbers after entering a pause or tone, move the focus to the area for entering numeric values, and press 5 (Select).
- If you enter a pause at the end of the number, the pause is always 10 seconds long.

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4 Press ID (Confirm).

The number you entered is specified as the fax destination, and the voice guide announces the number.

5 Press ID (Confirm).

The display returns to the Fax or Scan and Send Basic Features screen.

NOTE
If Confirm Entered Fax Numbers in Function Settings (from the Settings/ Registration screen) is set to 'On', a confirmation screen is displayed when a user enters a fax number, to prevent misdialing.

6 Press (Start).

Scanning starts and the document is sent.

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Specifying Registered Destinations

You can recall the destinations and settings stored in the favorites buttons to check their contents, or delete them.

NOTE

- You can erase destinations on the Scan and Send Basic Features screen or on the Fax Basic Features screen before scanning. (See "Confirming the Destination List," on p. 3-34.)
- A maximum of 256 destinations can be specified at the same time. If you specify a group, which is made up of several destinations, each destination is counted as a separate address.
- The destinations in the destinations list can be changed before scanning originals, but this operation is not supported with the Voice Navigation mode. For information on confirming/changing destinations, see the instruction manuals that came with your machine.

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Using the Favorites Settings

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

IMPORTANT

To use this feature, you must first register the desired document settings and destinations in favorites buttons beforehand. The registering of favorites buttons is not supported with the Voice Navigation mode. For more information on storing destination and settings in a favorites button, see the instruction manuals that came with your machine.

NOTE

- Favorite Settings can only be set for the Scan and Send function.
- Even if the name of the Favorite Settings is changed, you cannot recall using the new name.

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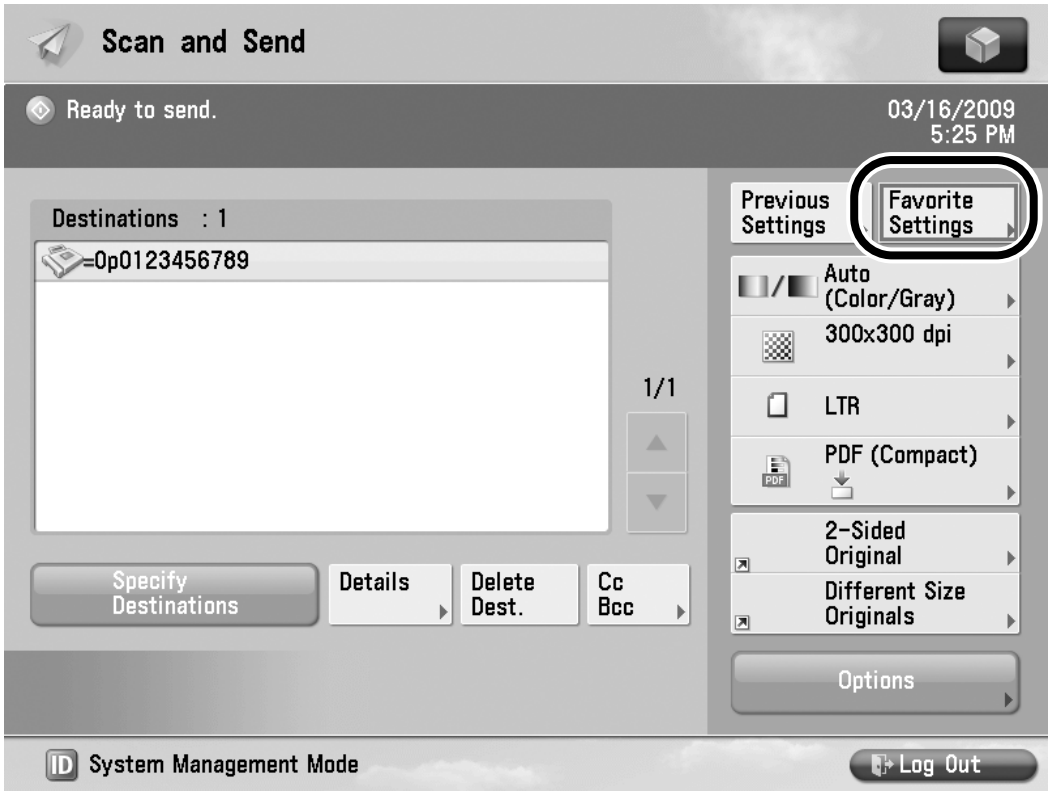
1 Press ④ (Back) or ⑥ (Next) to move the focus to [Favorite Settings] → press ⑤ (Select).



The voice guide announces that the Favorite Settings selection screen is displayed.

NOTE

If no favorite settings are registered, you will hear a message informing you that no favorites buttons can be recalled.

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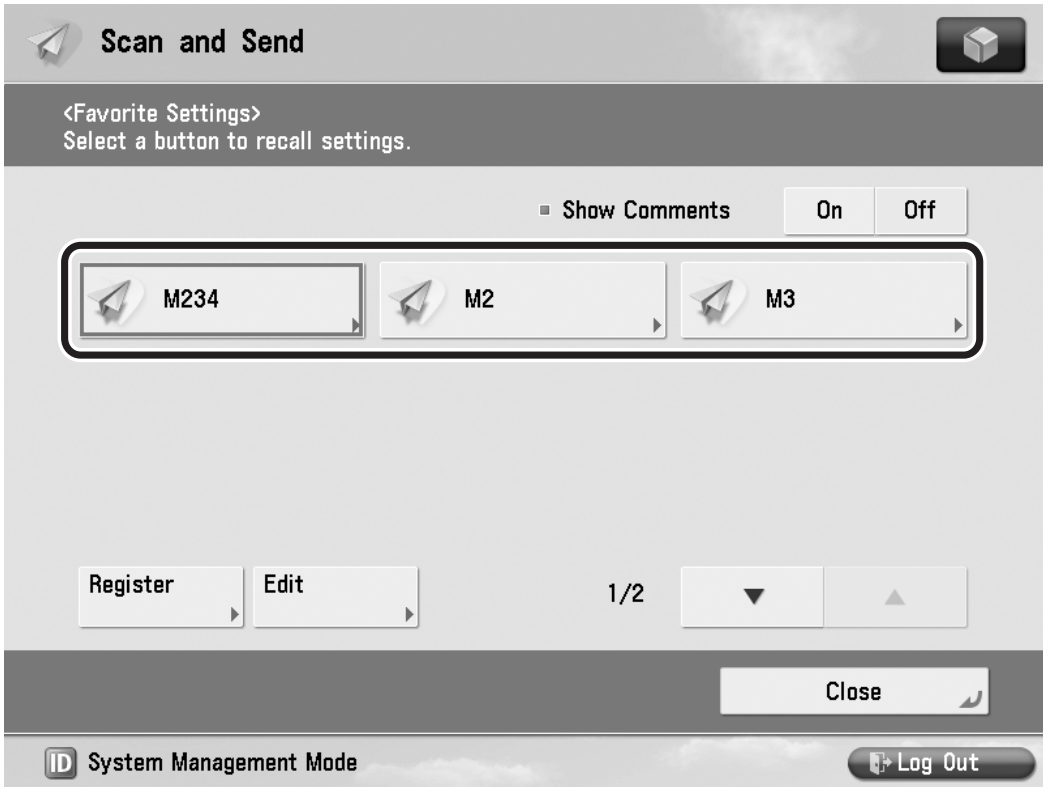
2 Press ④ (Back) or ⑥ (Next) to move the focus over the desired favorite settings → press ⑤ (Select).

The Favorite Settings in the memory key is displayed.

3 Verify the settings → press ④ (Back) or ⑥ (Next) to move the focus to [Yes] → press ⑤ (Select).



The selected mode is set.

The display returns to the Scan and Send Basic Features screen.

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NOTE

- If you do not want to recall the settings stored in the favorites button, move the focus to [No] → press 5 (Select).
- You can manually change the settings recalled from the selected favorites button before you send your documents.
- If you select another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press // (Reset).
- The destinations may not be listed in the order in which they were set.

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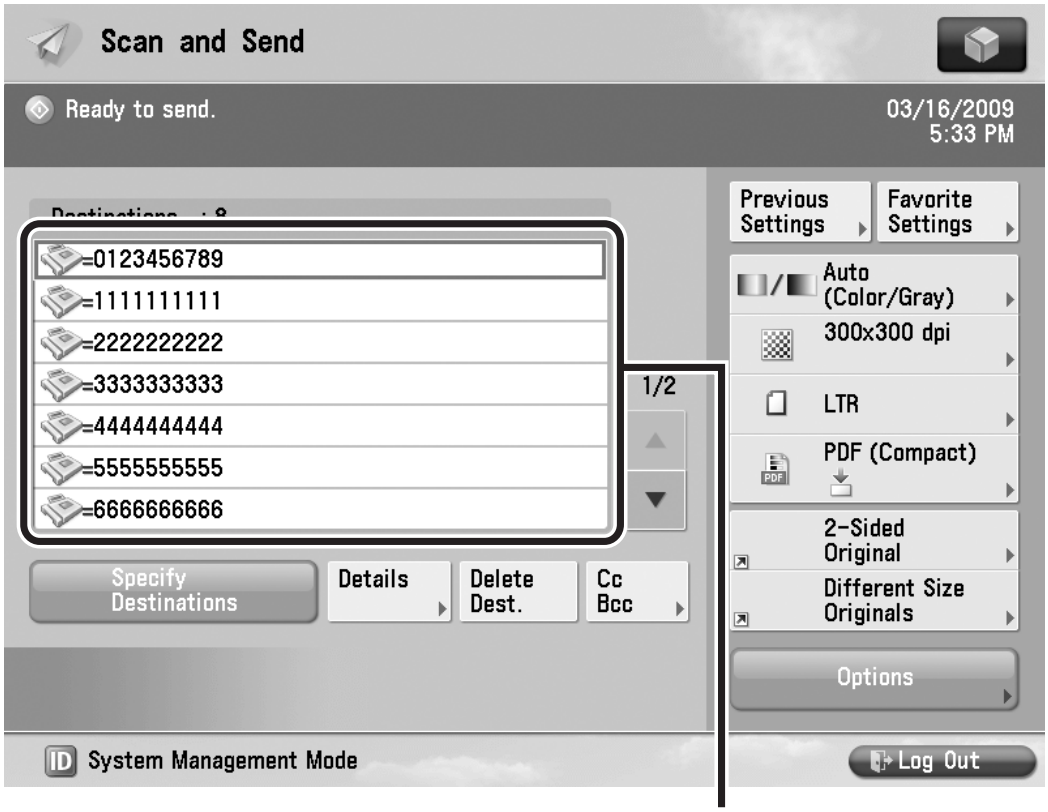
Confirming the Destination List

You can confirm the destinations specified.

1 Press 4 (Back) or 6 (Next) to move the focus to the destination list.



Destination List

The voice guide announces that the current number of destinations are set.

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2 Press 5 (Select).

The focus moves to the top of the destination list, and the voice guide announces the first destination in the list.

3 Press 4 (Back) or 6 (Next) to scroll through the list of destinations.

Verify that the destinations you hear are correct.

If you press 4 (Back) when the focus is over the first destination in the list, the focus moves to the last destination.

If you press 6 (Next) when the focus is over the last destination in the list, the focus moves to the first destination.

● **If you want to erase a destination:**

❑ Press 5 (Select) when you hear the desired destination.

The voice guide announces that the destination is selected.

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❑ Press C (Clear) to erase the selected destination.

The voice guide announces that the destination has been erased.

IMPORTANT

A message confirming whether you want to erase the destination is not heard before erasing the destination. Confirm the selected destination before erasing it.

NOTE

- The destinations you hear are not selected until you press 5 (Select).
- To cancel a selected destination, move the focus to the dialed destination → press 5 (Select).
- You cannot select multiple destinations at the same time.

4 Press ID (Confirm).

The display returns to the Scan and Send Basic Features screen.

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Scan Settings

This section describes the procedure for changing the scan settings using the Voice Navigation mode.

NOTE

- Changed scan settings are not saved. For instructions on saving settings, please seek assistance, or refer to the instruction manuals that came with your machine.
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- This section describes the operations on the Fax Basic Features screen. Unless otherwise noted, the operation is same on the Scan and Send screen.

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Resolution

You can specify the resolution before scanning the original.

IMPORTANT

- The maximum image size that you can send at a resolution of 600 x 600 dpi resolution is 11" x 17" or A3. If the image exceeds this size, it may be cut off.
- If you are sending documents by fax, the maximum image size that you can send at a resolution of 400 x 400 dpi is 11" x 17" or A3.
- If you are sending documents by fax, select Black 200 x 100 dpi, Black 200 x 200 dpi, Black 200 x 400 dpi, or Black 400 x 400 dpi. Otherwise, the document will be sent at a poor resolution.
- If you send a long original at 600 x 600 dpi, the periphery of the original image may be cut off slightly.
- If [OOXML] is selected as the file format, you can only send in [300 x 300 dpi] or [600 x 600dpi].

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- If the Preview mode is set, you can verify the images from the Preview screen before sending your document. For more information using preview mode, see the instruction manuals that came with your machine.

1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

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2 **Press ④ (Back) or ⑥ (Next) to move the focus to the Resolution button → press ⑤ (Select).**

The voice guide announces that the Resolution setting screen is displayed.

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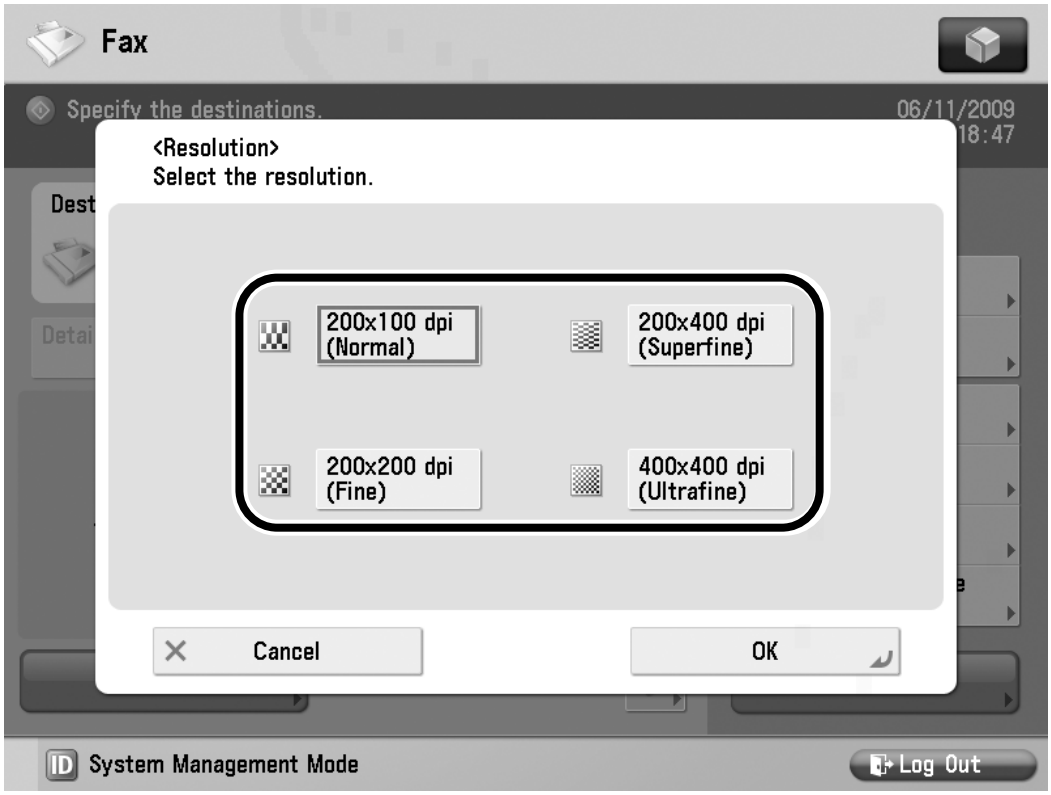
3 **Press 4 (Back) or 6 (Next) to move the focus over the desired scan resolution → press 5 (Select).**



If [PDF (Trace)], [PDF(Compact)], or [XPS(Compact)] is selected as the file format, and you select any resolution other than [300x300 dpi], and then press [OK] or 5 (Select), a message asking for your confirmation to change the PDF or XPS file format appears on the screen.

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4 Press ID (Confirm).

The display returns to the Fax Basic Features screen.

5 Press (Start).

Scan Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies. Specify the document size as well, if you want to scan an 11" x 17" or A3 original with an image that extends all the way to the edges without the periphery of the original being cut off. You can also store the specified document size.

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IMPORTANT

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT, STMTR, B6 or smaller originals that are placed on the platen glass
- If you are sending a fax in the Direct Sending or Manual Sending mode and you place your originals into the feeder, the Document Size Select setting that you specifying will be disabled.
- If the original is placed in the feeder, you cannot scan by selecting [Custom] in Scan Size.
- [Long Original] and [Custom] are not supported with the Voice Navigation mode. To use these modes, you must store them in Favorite Settings. For information on using long originals, see the instruction manuals that came with your machine.

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NOTE

- Vertically placed B5 originals are sent as horizontal B4 documents. Horizontally placed B5 originals are sent as LTR or A4 documents.
- If you scan a registered document size, the scanned image is not rotated automatically.
- If you select [Custom] in Scan Size, you cannot select [Finished Stamp].
- If the Preview mode is set, you can verify the images from the Preview screen sending your document. For information on using preview mode, see the instruction manuals that came with your machine.
- For information on the procedure for specifying document sizes as numeric values, registering document sizes, and selecting registered document sizes, see the instruction manuals that came with your machine.

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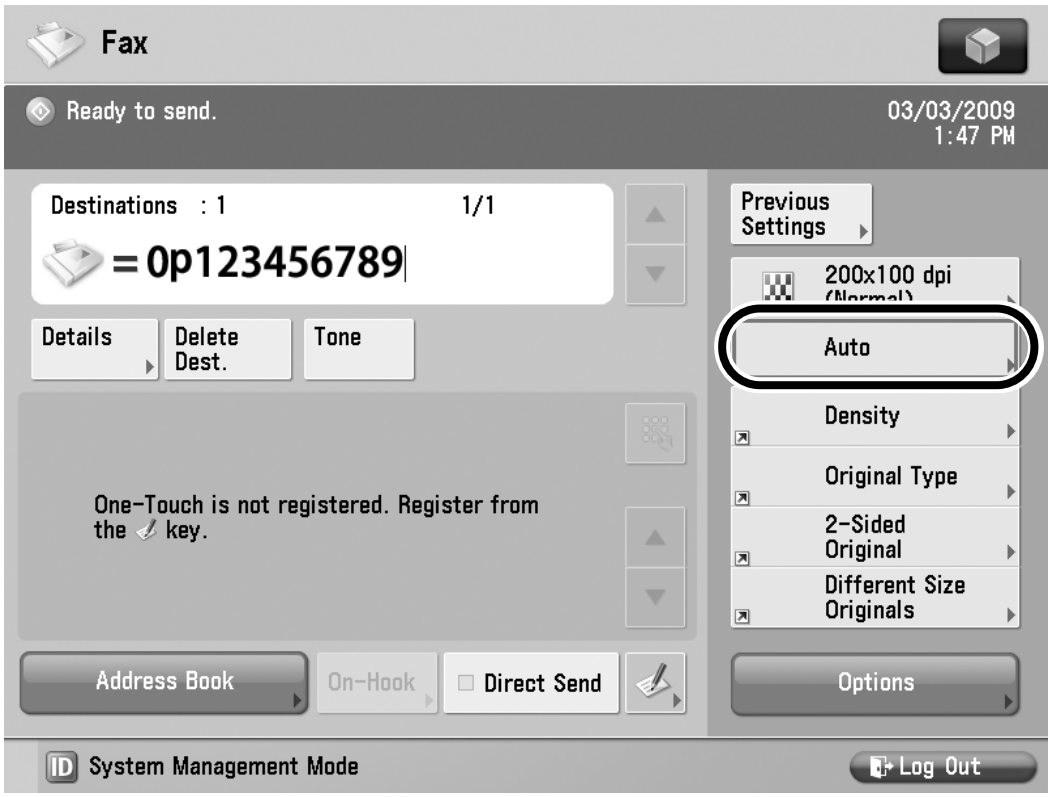
1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

2 Press 4 (Back) or 6 (Next) to move the focus to the Select Scan Size button → press 5 (Select).



The voice guide announces that the Scan Size selection screen is displayed.

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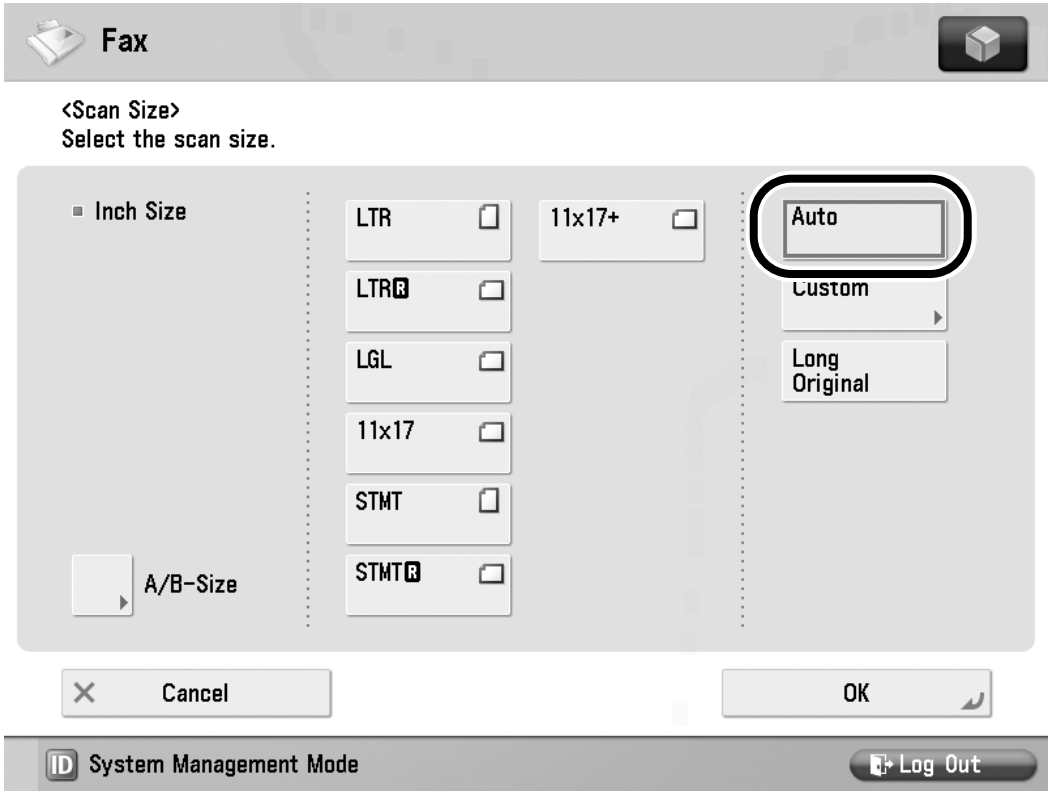
3 Select the scan size.

● If you want to the machine automatically select the scan size:

❑ Move the focus to [Auto] → press 5 (Select).



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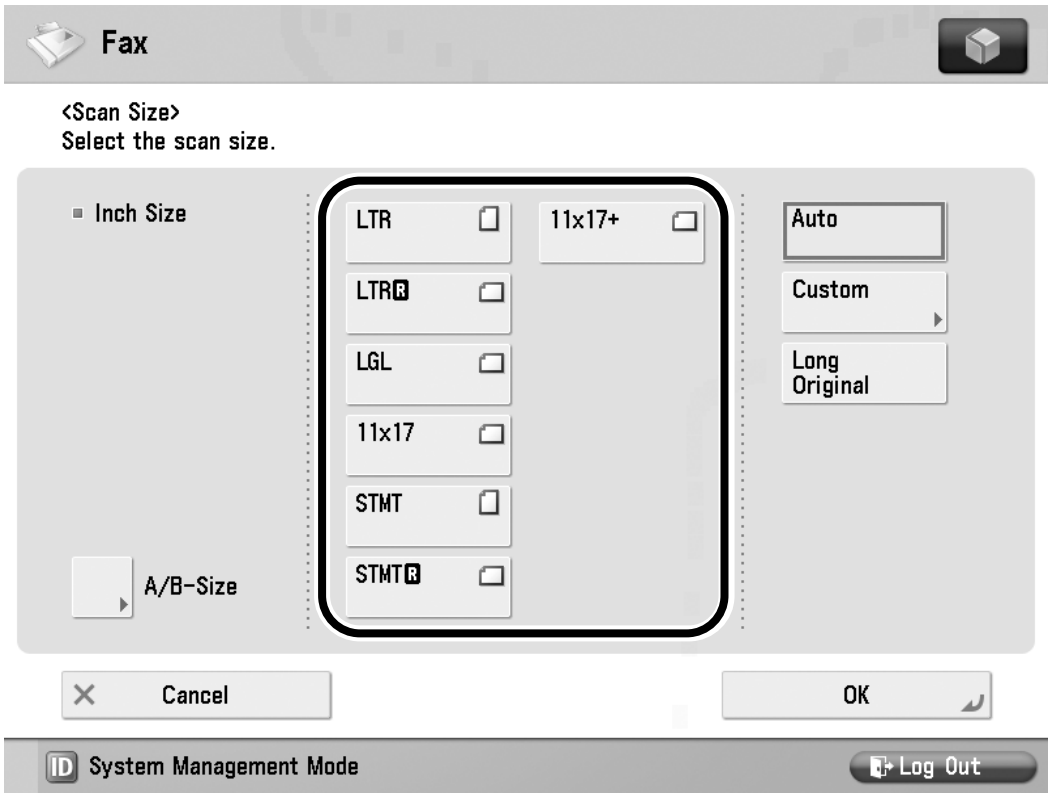
● If you want to scan a standard scan size:

❑ Move the focus to the desired scan size → press (5) (Select).



If you want to scan an 11" x 17" or A3+ original with an image that extends all the way to the edges without the periphery of the original being cut off, place the original on the platen glass → select [11x17+] or [A3+].

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NOTE

- To select an A or B series paper size, press [A/B-size].
- [A/B-size] is not supported with the Voice Navigation mode.

4 Press ID (Confirm).

The display returns to the Fax Basic Features screen.

5 Press ◇ (Start).

Density

When scanning, you can adjust the density of the most appropriate level for the original.

---

1 Place your originals → specify the destination.

NOTE

For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

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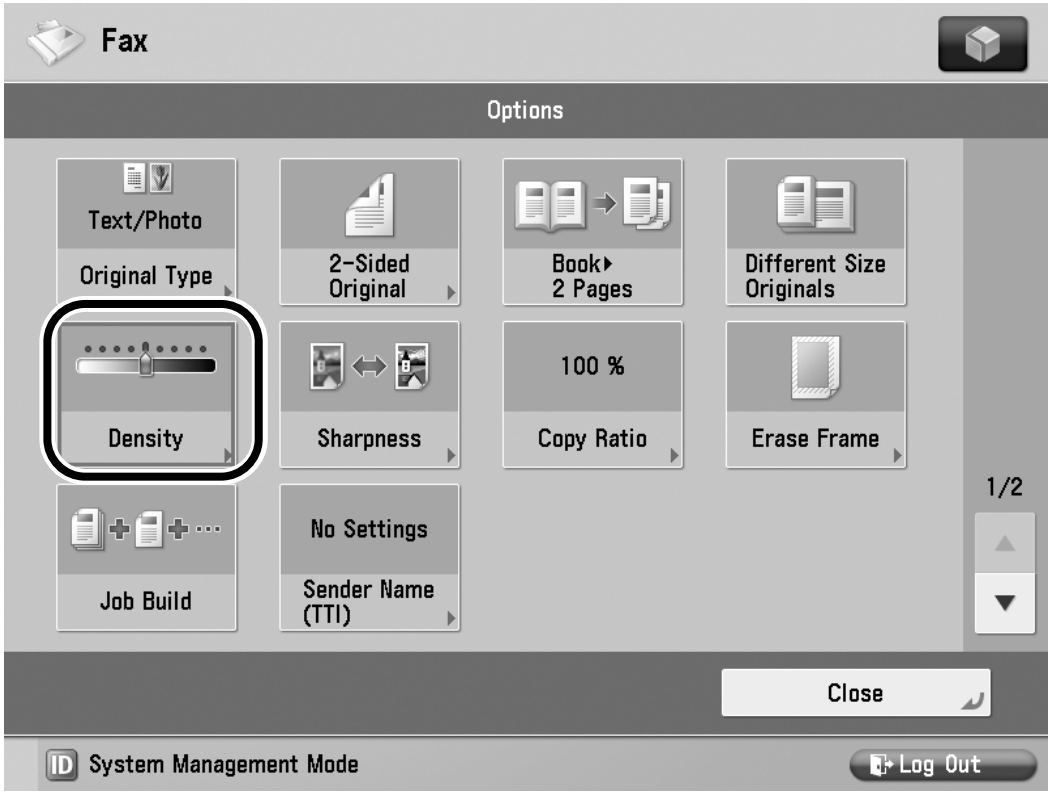
2 Press ④ (Back) or ⑥ (Next) to move the focus to [Options] → press ⑤ (Select).

NOTE
If the [Density] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

3 Press ④ (Back) or ⑥ (Next) to move the focus to [Density] → press ⑤ (Select).



The voice guide announces that the Density settings screen is displayed.

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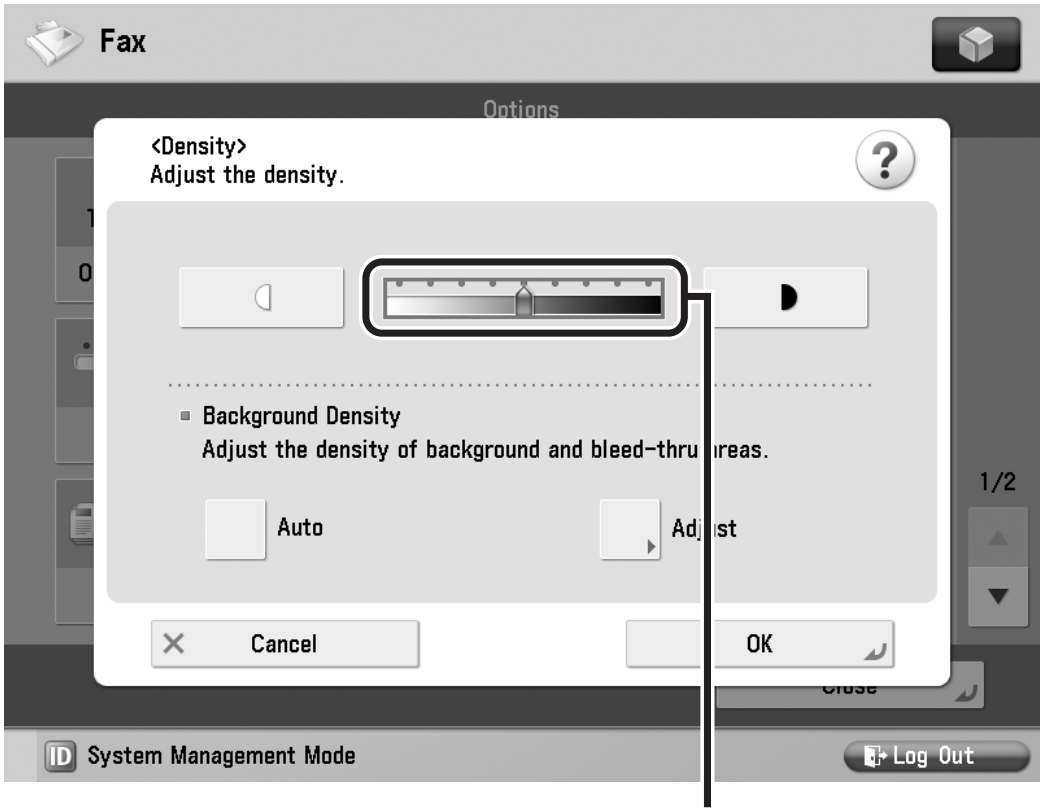
4 **Press 4 (Back) or 6 (Next) to move the focus over the Adjust Basic Level indicator → press 5 (Select).**



Adjust Basic Level Indicator

5 **To manually set the scan exposure, press 4 (Back) to move the indicator between [◐] and [◗] to the left to make the exposure lighter. Press 6 (Next) to move the indicator to the right to make the exposure darker.**

The voice guide informs you of the position of the indicator (from -4 to +4).

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Example:
If the indicator is in the middle (the Standard setting), and you press 6 (Next), the indicator moves to the right. You will hear the voice guide say, "Plus 1."

If the indicator is brought back to the middle, you will hear the voice guide say, "Standard."

When you scan an original, the scan exposure is automatically set to 'Standard' (between the lightest and darkest settings ('-4 to +4')). Negative numbers make the scanned document lighter. '-1', is slightly lighter than the Standard setting, and '-4' is the lightest setting. The movement from +1 to +4 follows the same pattern, making the scanned document darker.

6 Press 5 (Select).

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7 Press ID (Confirm).

The selected mode is set.

NOTE
To automatically adjust the background density, move the focus to [Auto] → press 5 (Select).

8 Press ID (Confirm) until you return to the Basic Features screen.

9 Press ◇ (Start).

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Original Type

You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

■ Text/Photo Mode

This mode is best suited for scanning originals containing both text and photos, such as magazines or catalogues.

■ Photo Mode

This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos).

■ Text Mode

This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

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IMPORTANT

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using the Sharpness mode. For more information on the Sharpness mode, see the instruction manuals that came with your machine.

NOTE

If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.

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1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

2 Press 4 (Back) or 6 (Next) to move the focus to [Options] → press 5 (Select).

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [Original Type] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

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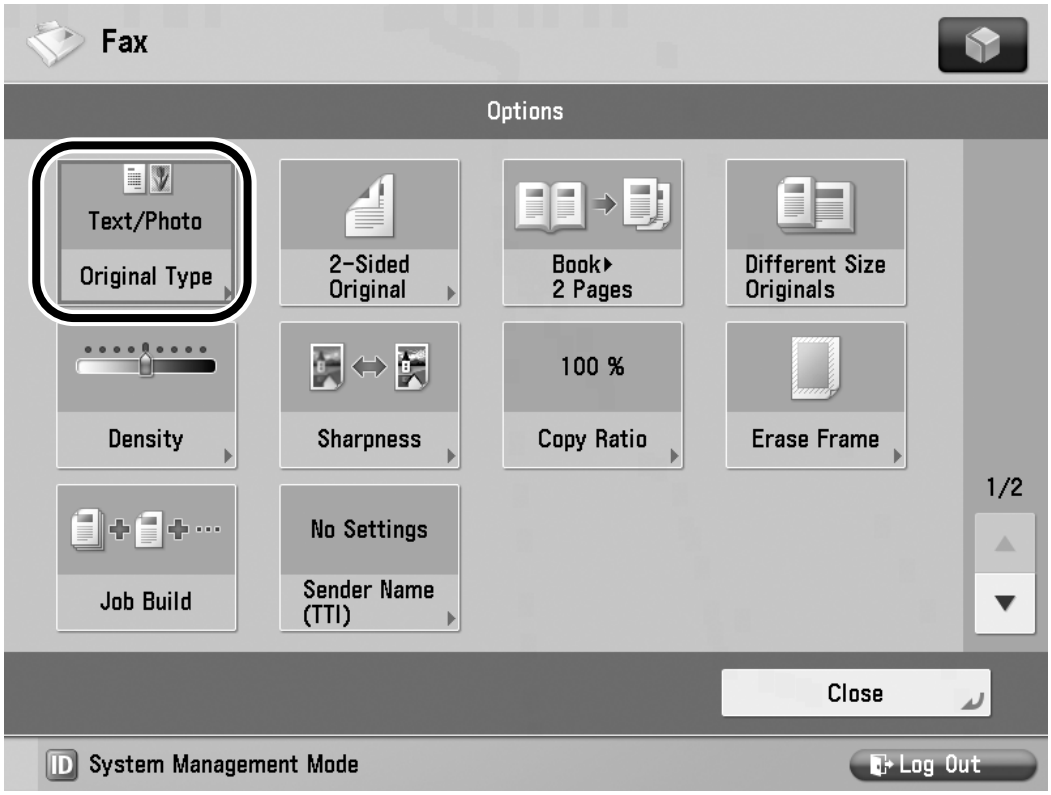
3 **Press ④ (Back) or ⑥ (Next) to move the focus to [Original Type] → press ⑤ (Select).**



The voice guide announces that the Original Type selection screen is displayed.

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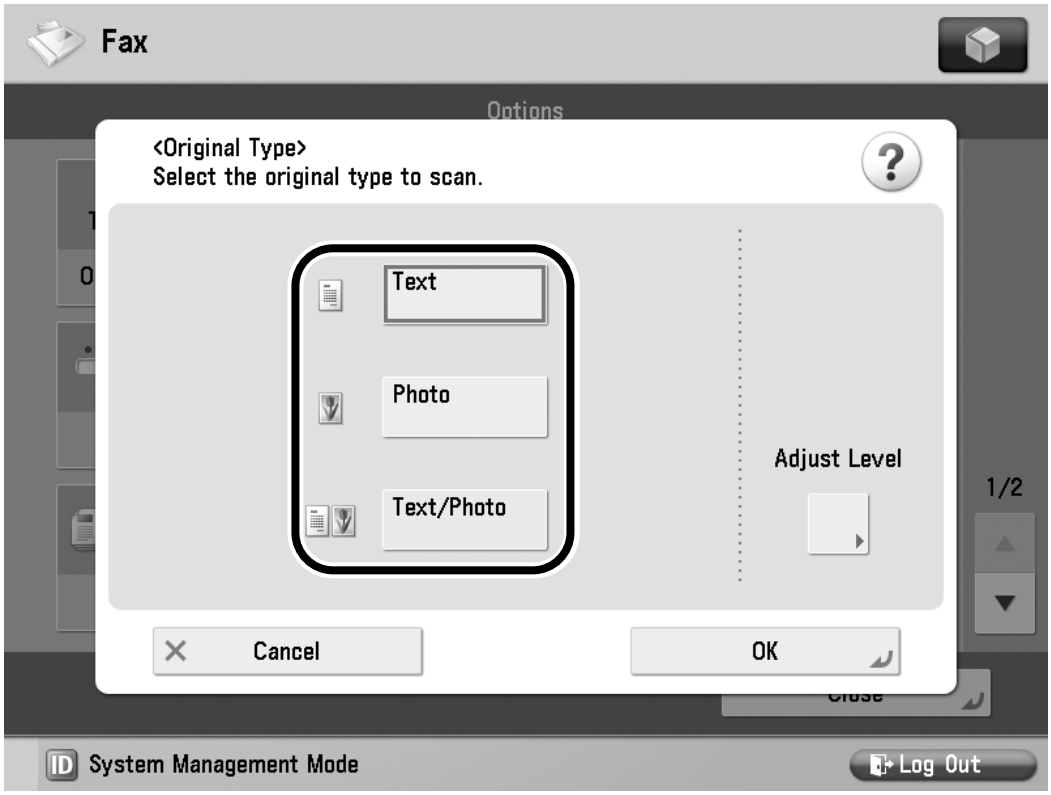
4 Press 4 (Back) or 6 (Next) to move the focus over the desired original type → press 5 (Select).



5 Press ID (Confirm) until you return to the Basic Features screen.

6 Press ◇ (Start).

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2-Sided Originals

You can set the machine to automatically turn over 2-sided originals that are placed in the feeder, and scan each side separately.

IMPORTANT

- The 2-Sided Original mode cannot be used with other send modes, depending on the model of the machine. When the focus moves [2-Sided Original], you hear a message "cannot select this with the current settings."
- The 2-Sided Original mode cannot be used when sending a fax document in the Direct Sending or Manual Sending mode.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, A4R, or B5R, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

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1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

2 Press 4 (Back) or 6 (Next) to move the focus to [Options] → press 5 (Select).

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [2-Sided Original] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

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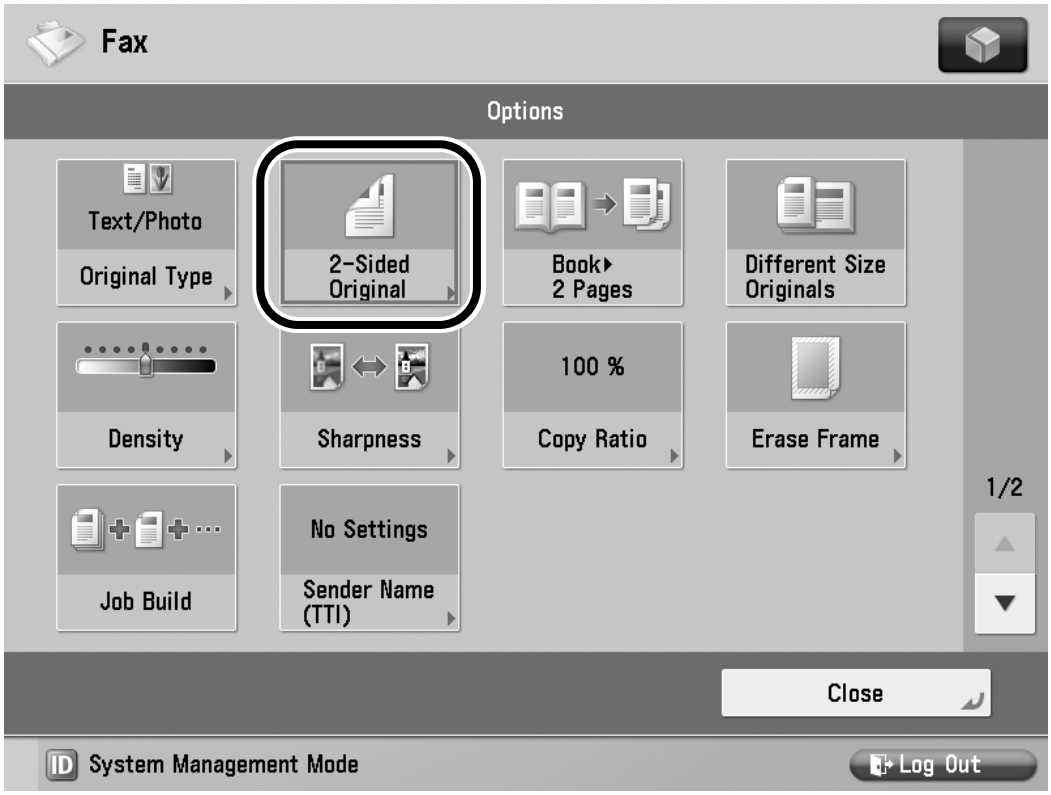
3 **Press ④ (Back) or ⑥ (Next) to move the focus to [2-Sided Original] → press ⑤ (Select).**



The voice guide announces that the 2-Sided Original setting screen is displayed.

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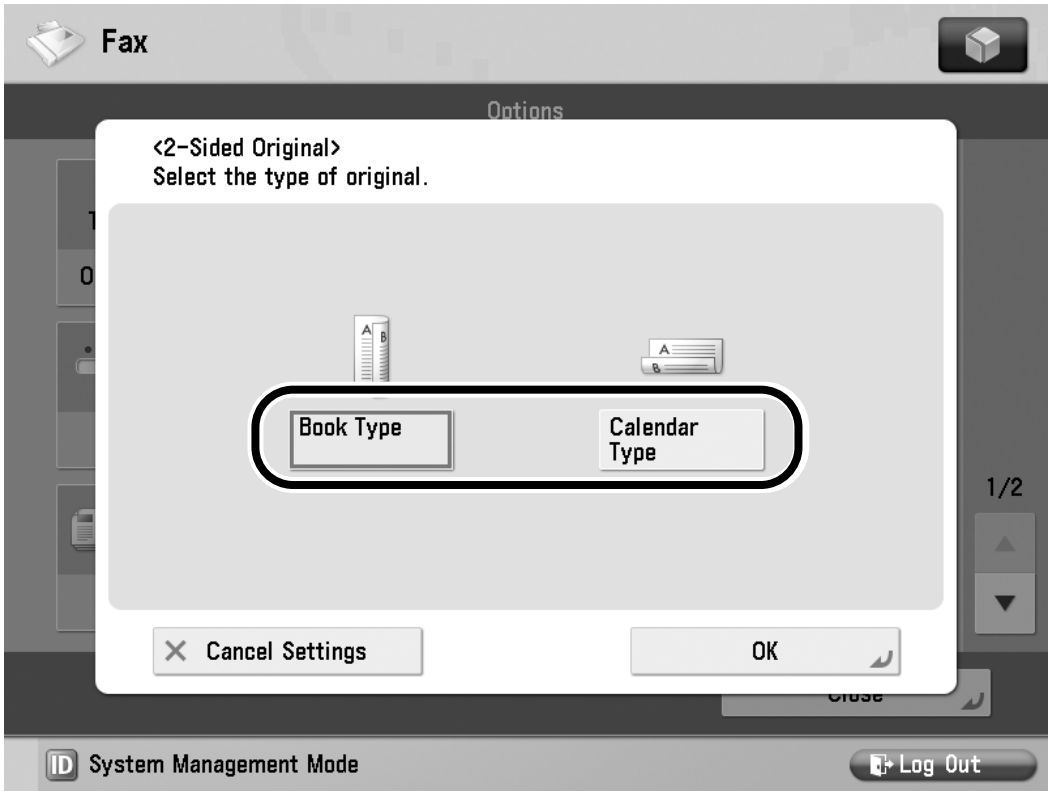
4 Press 4 (Back) or 6 (Next) to move the focus to [Book Type] or [Calendar Type] → press 5 (Select).



[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

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5 Press ID (Confirm) until you return to the Basic Features screen.

6 Press (Start).

Different Size Originals

This mode enables you to scan different size originals together.

IMPORTANT

- The Different Size Originals mode cannot be used with other send modes, depending on the model of the machine. When the focus moves to [Different Size Originals], you hear a message "cannot select this with the current settings."
- The Different Size Original mode cannot be used when sending a fax document in the Direct Sending or Manual Sending mode.
- If the Scan Size setting is set to anything other than 'Auto', all of the originals are scanned in the specified size. If you want to scan the originals in their original sizes, make sure to set Document Size Select to 'Auto'.

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- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- If you send different sized originals via fax, the paper size used to output the faxes on the recipient's machine is the size of the largest document you sent. For example, if you send an LTR and 11" x 17" or A3 and B4 original via fax, they will both be output on 11" x 17" or A3 paper on the recipient's machine.
- If the originals are placed in the feeder, set differently size originals in the following combinations. Other combinations may damage the originals.

  -11" x 17" and LGL, LTR and LGL, LTR and LTRR/A3 and B4, B4 and A4R, A4 and B5

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- If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.

---

1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

2 Press 4 (Back) or 6 (Next) to move the focus to [Options] →press 5 (Select).

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [Different Size Originals] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

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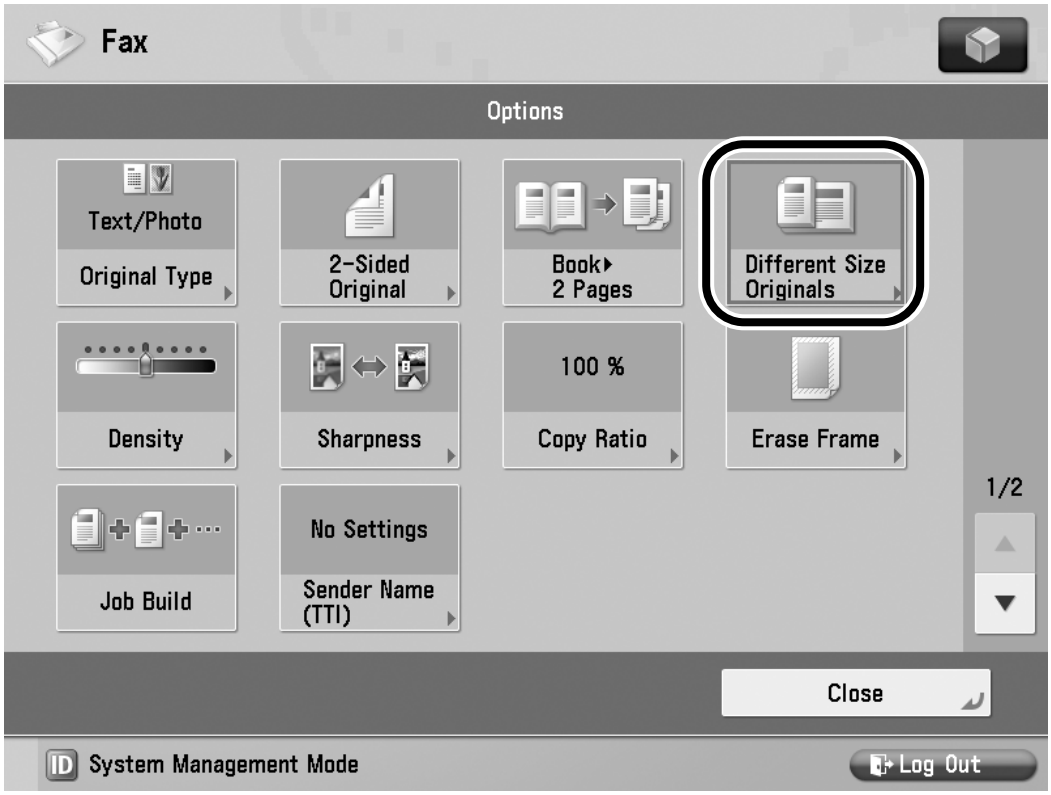
3 **Press ④ (Back) or ⑥ (Next) to move the focus to [Different Size Originals] → press ⑤ (Select).**



The voice guide announces that the Different Size Originals setting screen is displayed.

If you hear the Voice Navigation message "The specified settings have been selected," proceed to Step 5.

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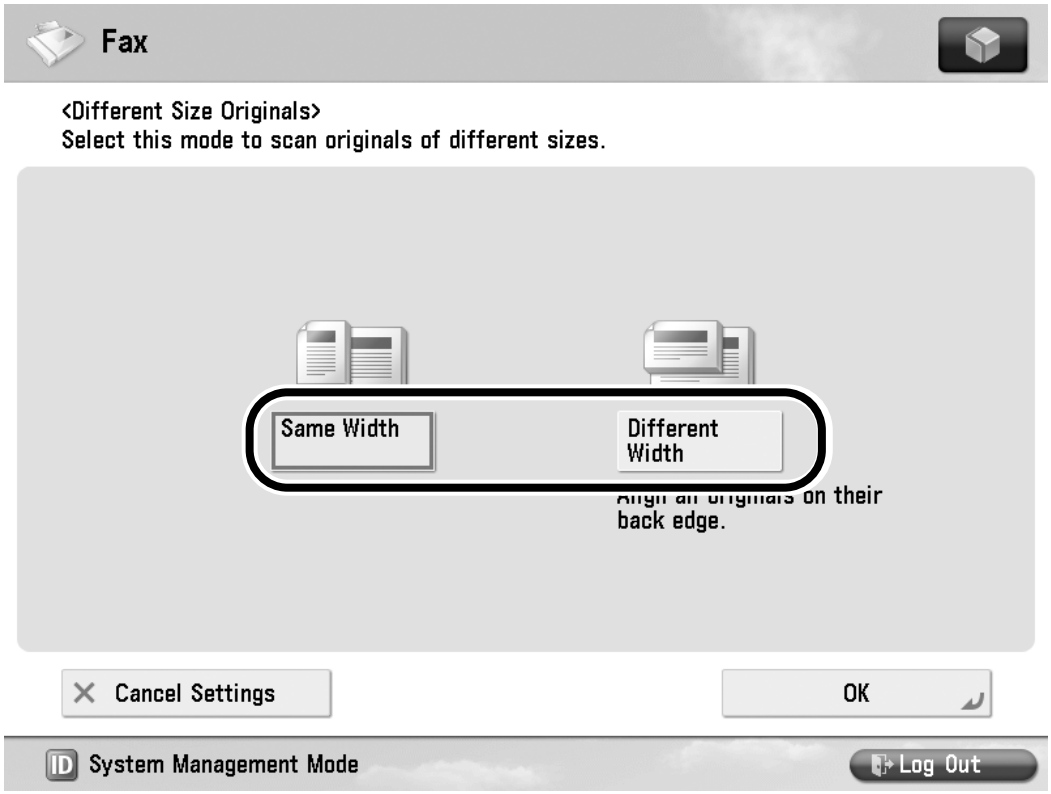
4 Press 4 (Back) or 6 (Next) to move the focus to [Same Width] or [Different Width] → press 5 (Select).



[Same Width]: Select if you are placing originals with the same width.

[Different Width]: Select if you are placing originals with different widths.

5 Press ID (Confirm) until you return to the Basic Features screen.

6 Press ◇ (Start).

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Changing the Zoom Ratio

You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually before scanning the original.

IMPORTANT

- The maximum image size that you can send at a resolution of 600 x 600 dpi resolution is 11" x 17"/A3. If the image exceeds this size, it may be cut off.
- If PDF(Trace & Smooth), PDF(Compact), PDF(OCR), XPS(Compact), XPS(OCR), or OOXML is selected as the file format, you can only send at a copy ratio of 100%.
- If [Long Original] is selected as the document size, documents can only be sent at a zoom ratio of 100%.

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Preset Zoom

1 Place your originals → specify the destination.

● Reduction

The available preset copy ratios for reducing originals are:

-LGL → LTR (78%)

-11" x 17" → LGL or 11" x 15" → LTR (73%)

-11" x 17" → LTR (64%)

-11" x 17" → STMT (50%)

-A3 → B4, A4 → B5 (86%)

-B4 → A4, B5 → A5 (81%)

-A3 → A4, B4 → B5 (70%)

-A3 → B5 (61%)

-A3 → A5 (50%)

● Enlargement

The available preset enlargement copy ratios are:

-STMT → 11" x 17" (200%)

-LTR → 11" x 17" (129%)

-LGL → 11" x 17" (121%)

-A5 → A3 (200%)

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-A4 → A3, B5 → B4 (141%)
-A4 → B4, A5 → B5 (122%)
-B4 → A3, B5 → A4 (115%)

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

2 Press 4 (Back) or 6 (Next) to move the focus to [Options] → press 5 (Select).

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [Copy Ratio] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

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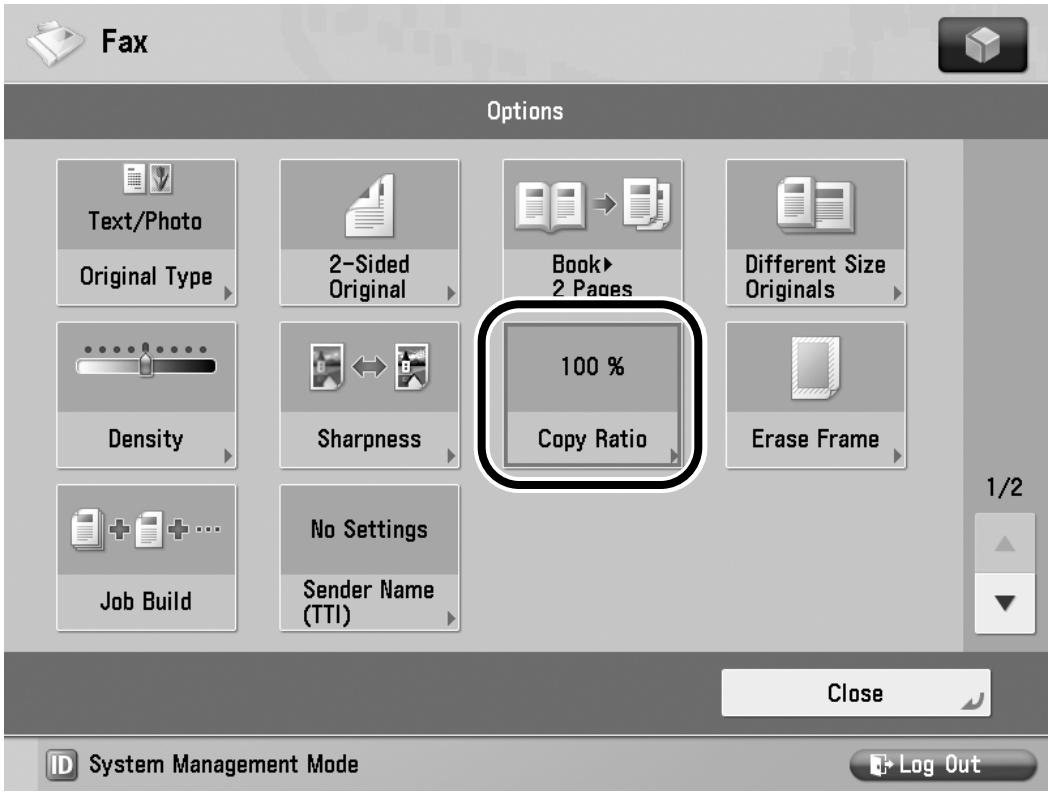
3 **Press ④ (Back) or ⑥ (Next) to move the focus to [Copy Ratio] → press ⑤ (Select).**



The voice guide announces that the Copy Ratio setting screen is displayed.

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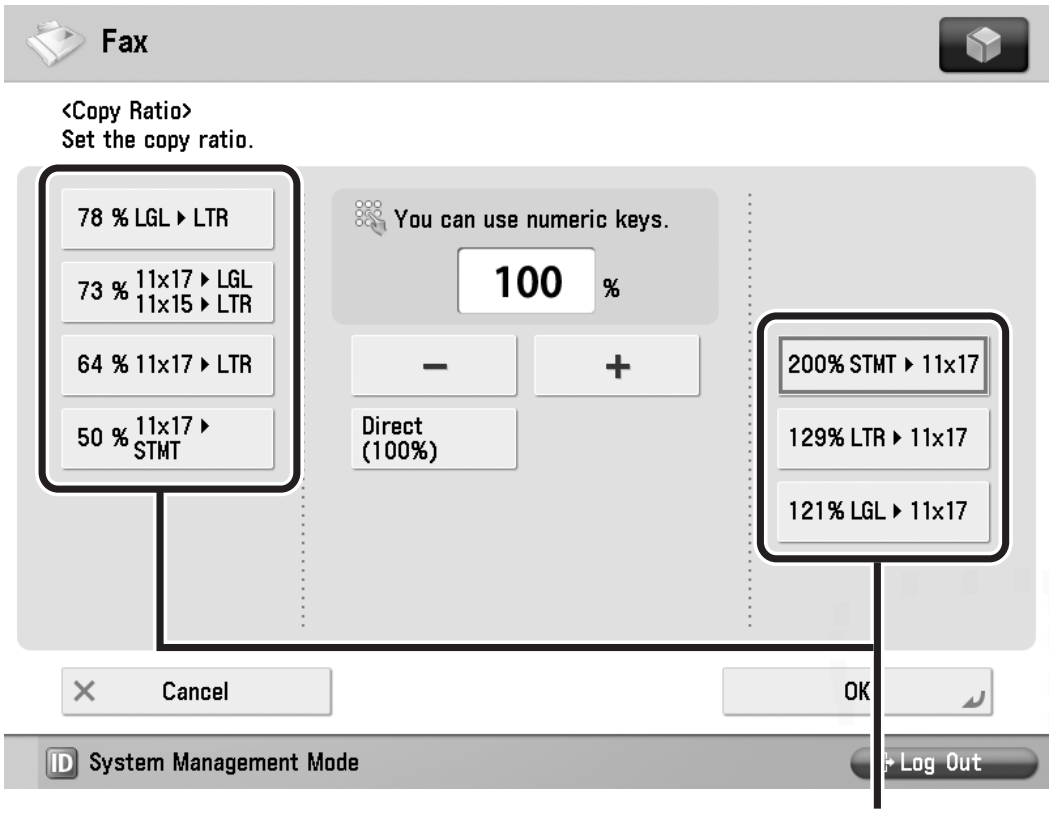
4 Press ④ (Back) or ⑥ (Next) to move the focus over the desired preset copy ratio → press ⑤ (Select).



Preset Copy Ratios

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5 Press ID (Confirm) until you return to the Basic Features screen.

NOTE
To return the zoom ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).

6 Press ◇ (Start).

Zoom by Percentage

1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

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2 Press 4 (Back) or 6 (Next) to move the focus to [Options] → press 5 (Select).

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [Copy Ratio] shortcut key is displayed on the Basic Features screen, you can select from the Basic Features screen.

3 Press 4 (Back) or 6 (Next) to move the focus to [Copy Ratio] → press 5 (Select).

If necessary, see the screen shot in step 3 of "Preset Zoom," on p. 3-68.

The voice guide announces that the Copy Ratio setting screen is displayed.

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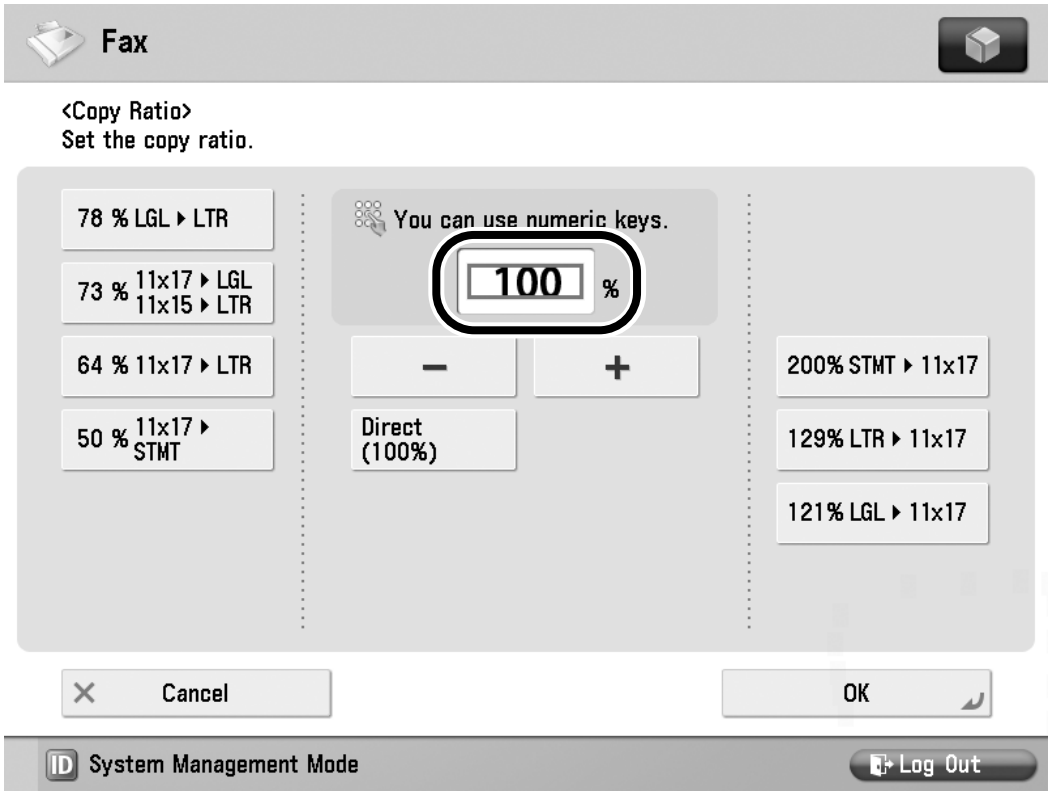
4 Press 4 (Back) or 6 (Next) to move the focus over the custom copy ratio → press 5 (Select).



The voice guide announces that the machine has entered the mode for entering numeric values.

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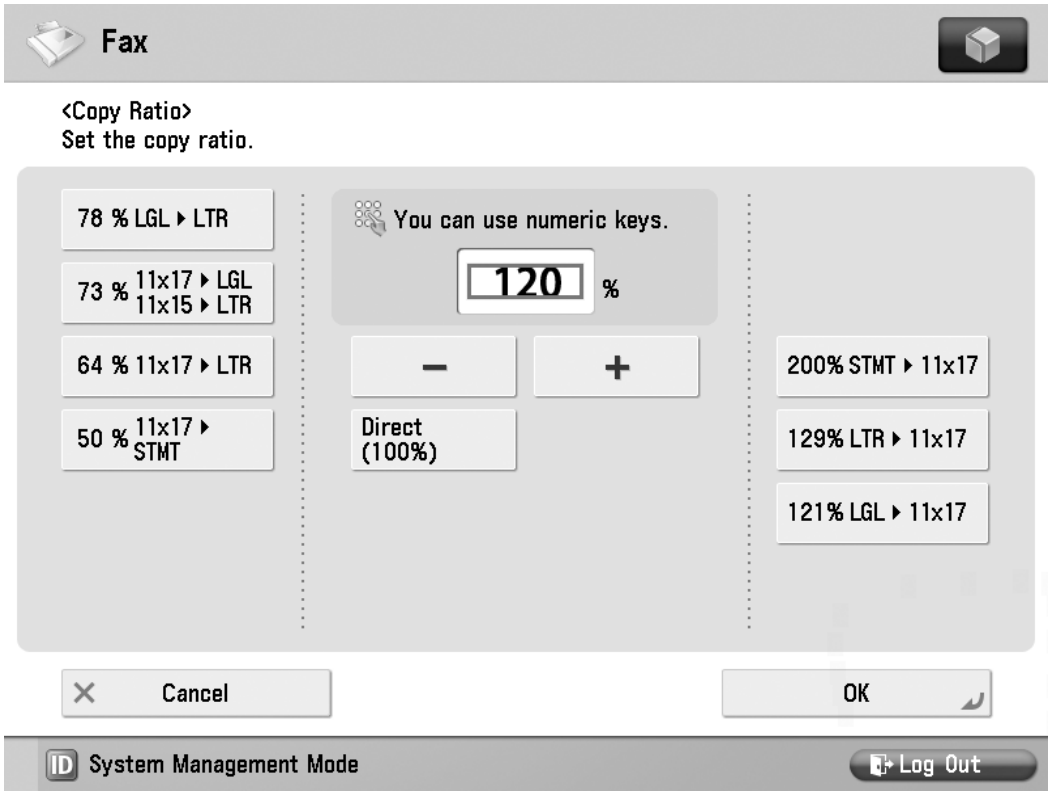
5 Enter the desired zoom ratio percentage using 0 - 9 (numeric keys) → press ID (Confirm).



The voice guide announces that the ratio you have entered.

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6 Press ID (Confirm) until you return to the Basic Features screen.

NOTE
If you enter a value outside the settings range, you will hear a voice guidance message prompting you to entering appropriate value.

7 Press ◇ (Start).

NOTE
To return the zoom ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).

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Auto Zoom

IMPORTANT
This mode can only be specified from the Scan and Send Basic Features screen.

1 Place your originals → specify the destination.

NOTE
For instructions on specifying the destination, see "Flow of Sending Operations," on p. 3-5.

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2 Press 4 (Back) or 6 (Next) to move the focus to [Options] → press 5 (Select).

If necessary, see the screen shot in step 3 of "Preset Zoom," on p. 3-68.

The voice guide announces that the Options selection screen is displayed.

NOTE
If the [Copy Ratio] shortcut key is displayed on the Scan and Send Basic Features screen, you can select from the Scan and Send Basic Features screen.

3 Press 4 (Back) or 6 (Next) to move the focus to [Copy Ratio] → press 5 (Select).

The voice guide announces that the Copy Ratio setting screen is displayed.

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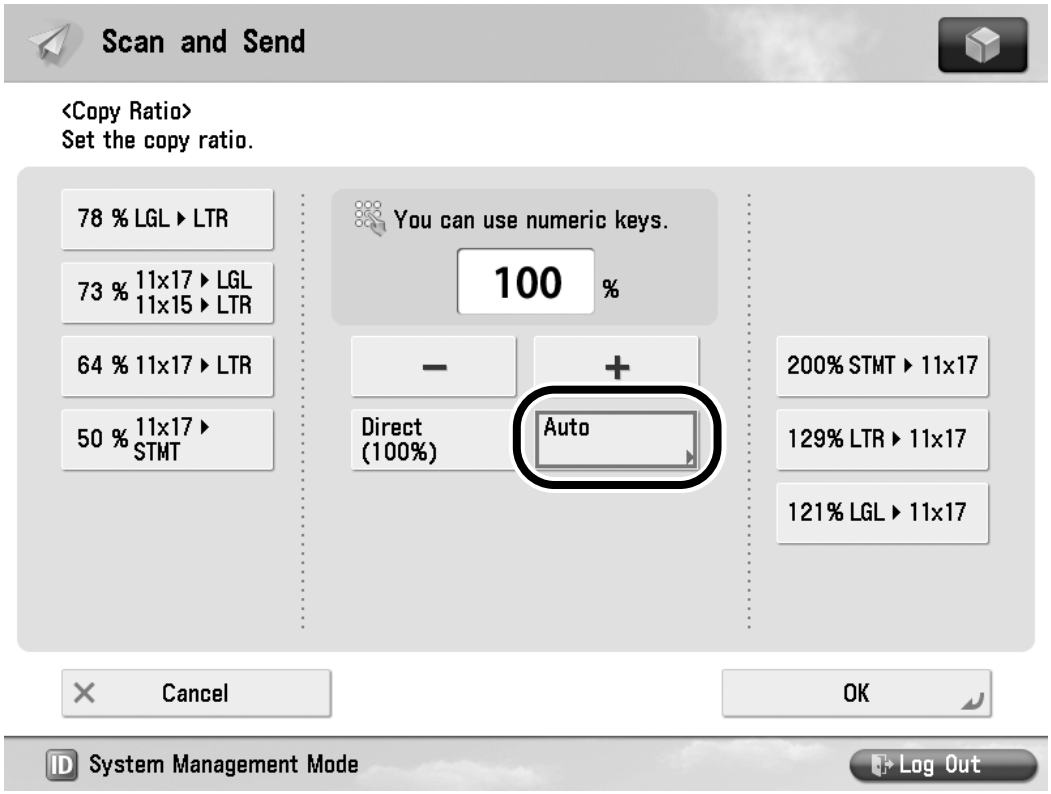
4 Press 4 (Back) or 6 (Next) to move the focus to [Auto] → press 5 (Select).



5 Press ID (Confirm) until you return to the Scan and Send Basic Features screen.

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6 Press (Start).

NOTE

To return the zoom ratio to 100%, move the focus to [Direct(100%)]/[1:1(100%)] → press 5 (Select).

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Customizing Settings

4
CHAPTER

This chapter explains how to change the default settings of the Voice Navigation mode, and customize them to suit your needs.

Enabling/Disabling the Voice Navigation Mode 4-2

Setting the Maximum Volume of the Voice Guidance 4-5

Setting the Auto Reset Mode 4-8

Voice Type Settings 4-12

Volume and Voice Speed Settings 4-15

Enabling/Disabling the Voice Guide from Speaker 4-21

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Enabling/Disabling the Voice Navigation Mode

Enable the Voice Navigation mode to hear explanations and instructions while operating the machine.

IMPORTANT

When the Voice Navigation mode is disabled, the Voice Navigation mode will not start even if you press and hold (Reset) for more than five seconds.

NOTE

- The default setting is 'On'.
- There is no Voice Navigation message available to guide you to Voice Navigation Settings screen in Accessibility(from Settings/Registration screen). This setting must be specified by pressing keys on the touch panel display only. Therefore, please seek assistance from the administrator, if necessary.
- This setting can only be specified by the administrator.
- Even if you change this setting, the Voice Navigation Settings will not return to their default values.

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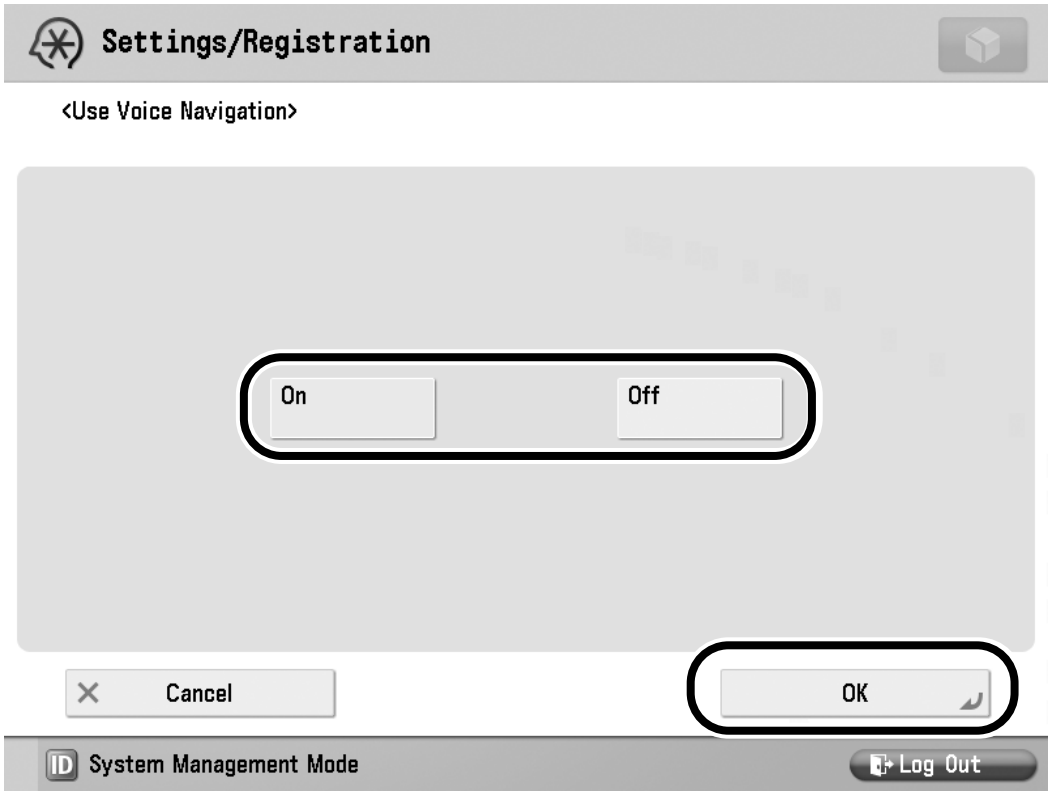
1 **Press (Settings/Registration) → [Preferences] → [▼] → [Accessibility] → [Voice Navigation Settings] → [Use Voice Navigation].**

2 **Select [On] or [Off] → press [OK].**



The selected mode is set.

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3 Press [Close] repeatedly until the Main Menu screen appears.

NOTE
The voice guide will not start until you press (Reset) for more than five seconds.

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Setting the Maximum Volume of the Voice Guidance

You can set the maximum volume of the Voice Guidance. If you are having difficulties hearing the Voice Guidance, set "Maximize."

NOTE

- This item is not supported with the Voice Navigation mode.
- This setting can only be specified by the administrator.

---

1 Press (Settings/Registration) → [Preferences] → [▼] → [Accessibility] → [Voice Navigation Settings] → [Voice Guide Max Volume].

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2 Select [Standard] or [Maximize] → press [OK].

The specified volume is set.

Standard: The volume is set to a standard volume.

Maximize: The volume is set to a higher volume than a standard volume.

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NOTE

- Even if you change the settings, the volume setting for the Voice Navigation will not be reset.
- If you specify [Maximize], the people in your vicinity may consider the sound to be too loud, depending on your environment.

3 Press [Close] repeatedly until the Main Menu screen appears.

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Setting the Auto Reset Mode

You can set whether the machine initiates the Auto Reset mode to return to the Copy, Fax, or Scan and Send Basic Features screen when the Voice Navigation mode is set.

If Auto Reset in Voice Navigation is set to 'Off', the Auto Reset mode will not initiate after a certain period time if you are in the Voice Navigation mode.

NOTE

- The default setting is 'Off'.
- When the Auto Reset mode activates to return the machine to the Basic Features screen, the set functions are reset.

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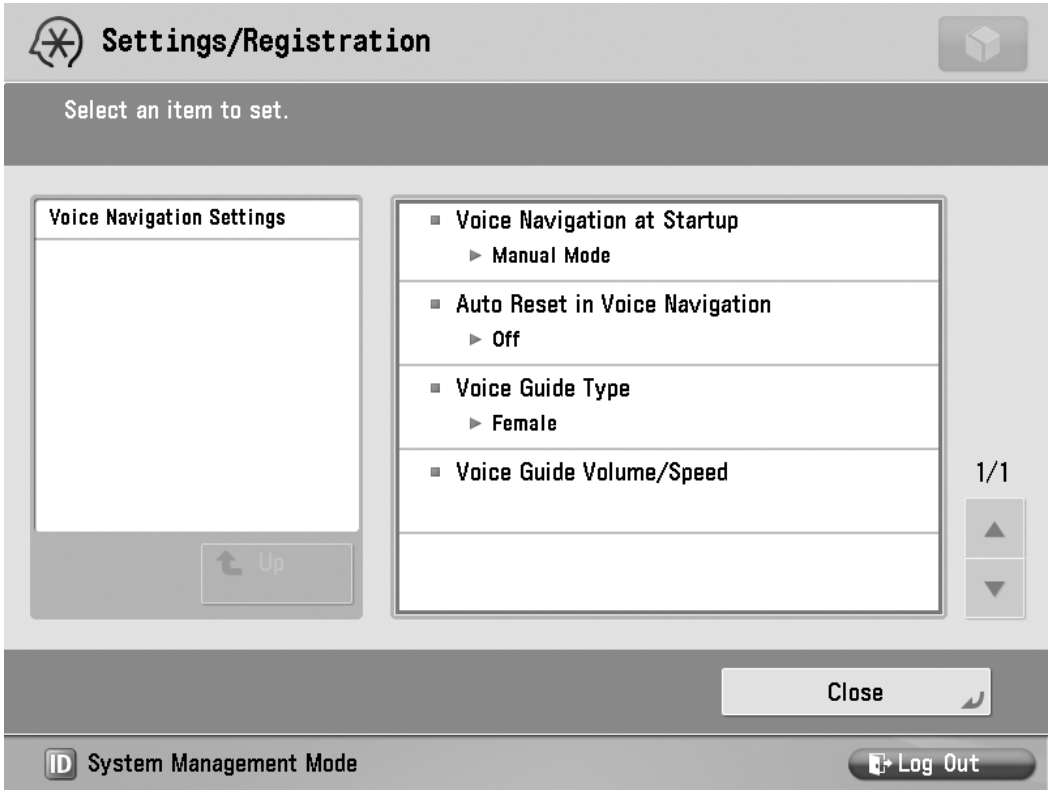
1 **Press (Settings/Registration) → move the focus to [Voice Navigation Settings] → press 5 (Select).**



The voice guide announces that the Voice Navigation settings screen is displayed.

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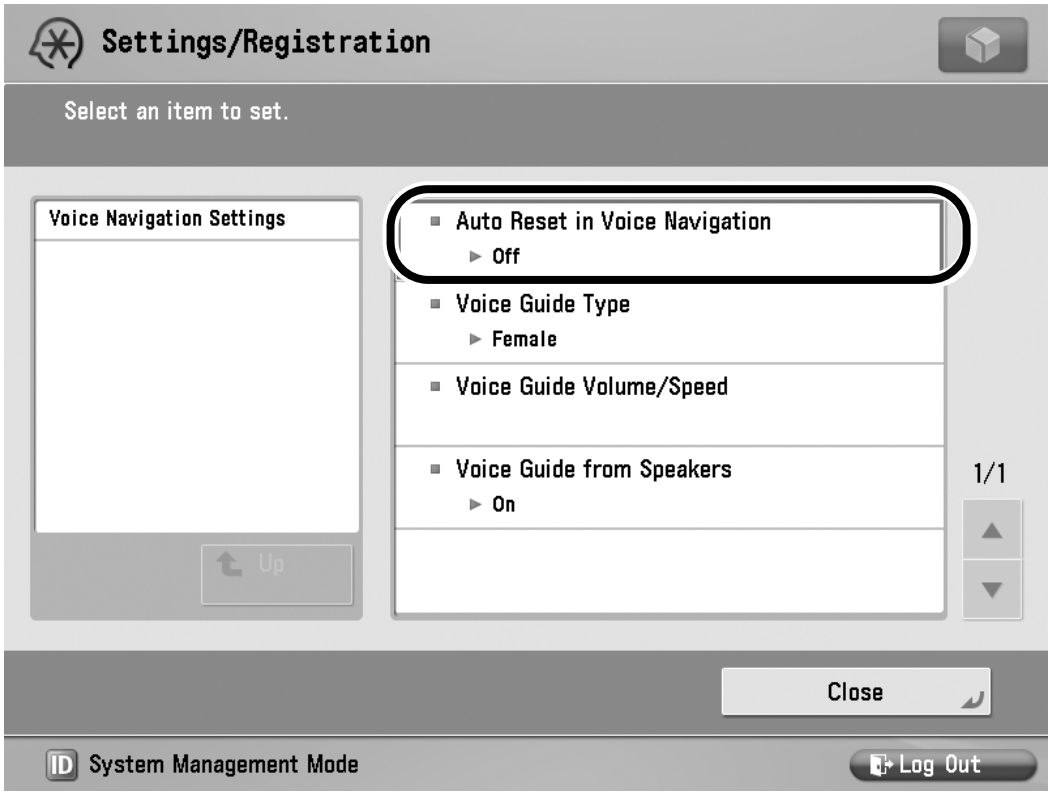
2 **Press ④ (Back) or ⑥ (Next) to move the focus to [Auto Reset in Voice Navigation] → press ⑤ (Select).**



The voice guide announces that the Auto Reset in Voice Navigation settings screen is displayed.

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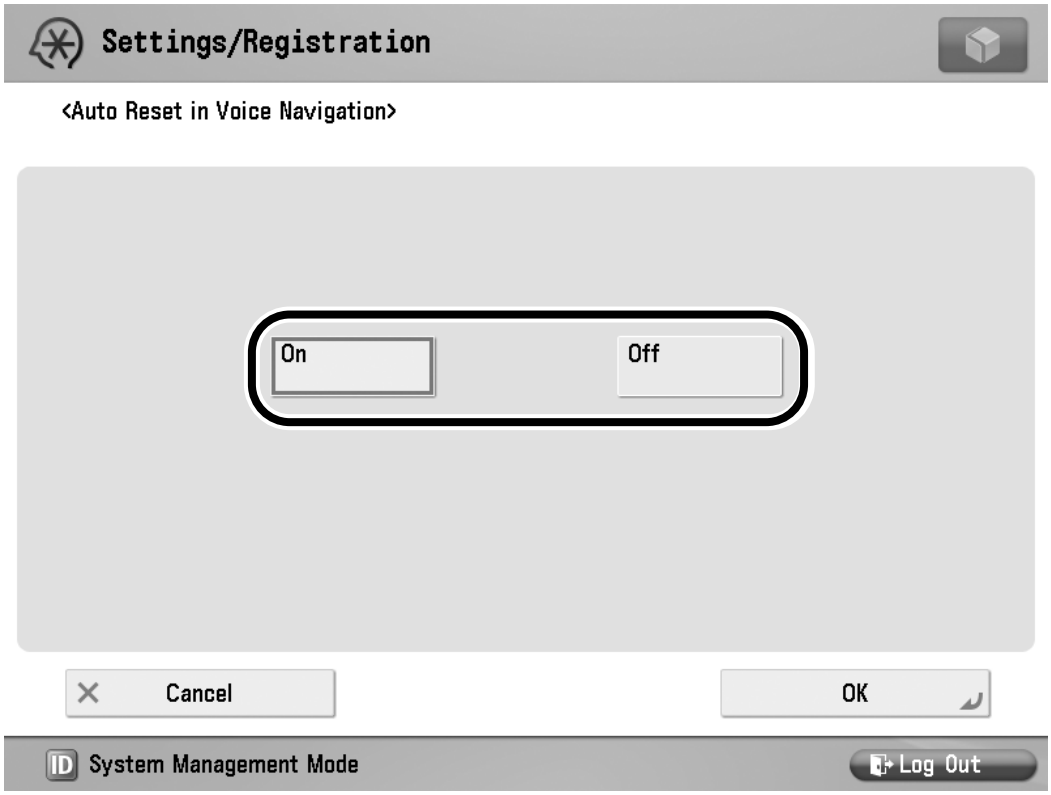
3 Press 4 (Back) or 6 (Next) to move the focus to [On] or [Off] → press 5 (Select).



Details of each item are shown below.

[On]: The Auto Reset mode is enabled in the Voice Navigation mode.

[Off]: The Auto Reset mode is not enabled in the Voice Navigation mode.

4 Press ID (Confirm) until the display returns to the Basic Features screen.

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Voice Type Settings

You can set the Voice Navigation mode to use either a male or female voice.

NOTE
The default setting is 'Female'.

1 Press (Settings/Registration) → move the focus to [Voice Navigation Settings] → press 5 (Select).

If necessary, see the screen shot in step 1 of "Setting the Auto Reset Mode," on p. 4-8.

The voice guide announces that the Voice Navigation settings screen is displayed.

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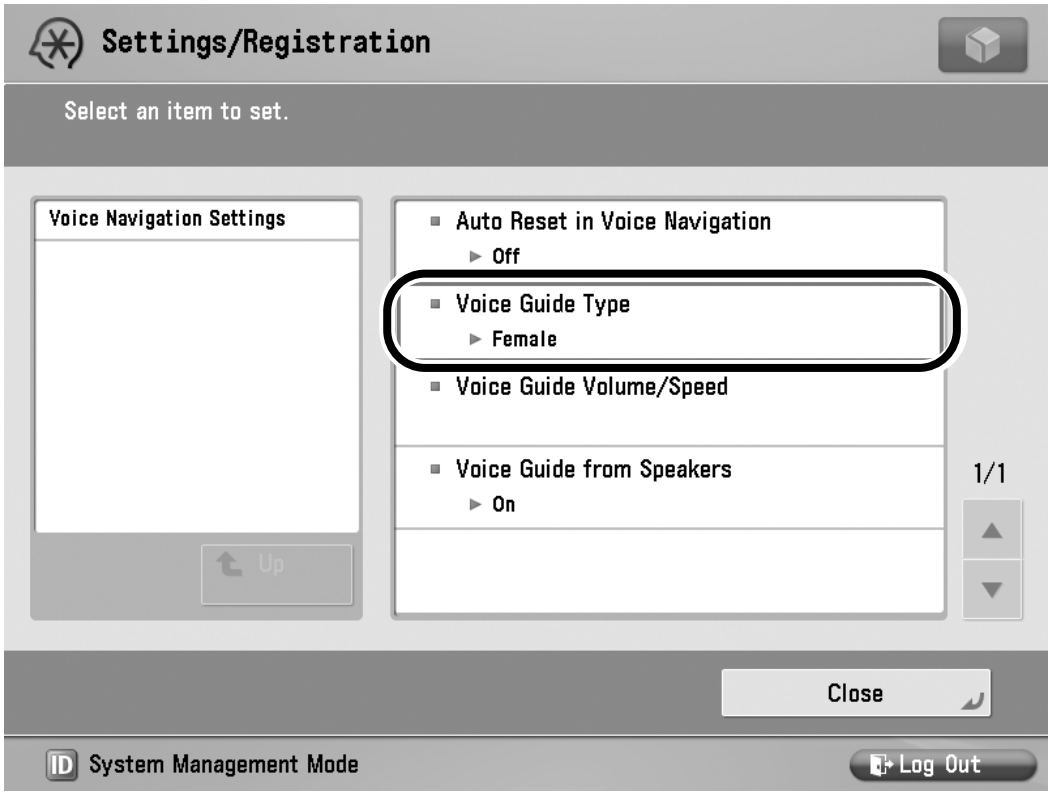
2 **Press 4 (Back) or 6 (Next) to move the focus to [Voice Guide Type] → press 5 (Select).**



The voice guide announces that the Voice Guide Type selection screen is displayed.

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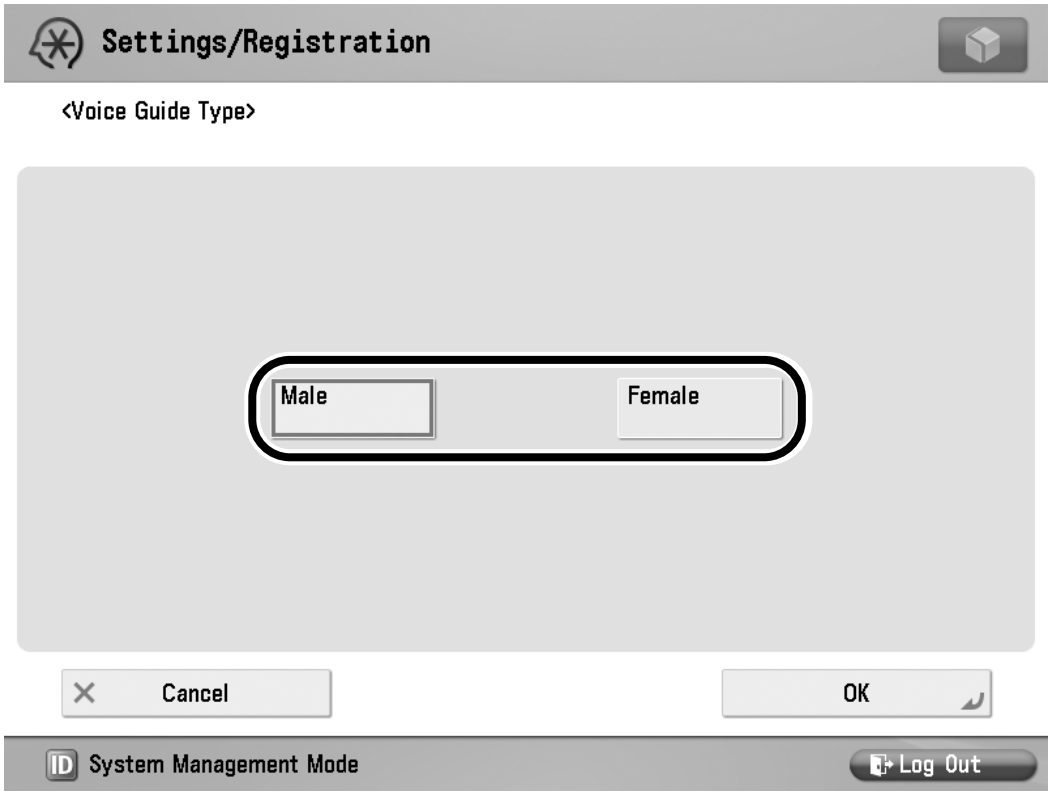
3 **Press ④ (Back) or ⑥ (Next) to move the focus to [Male] or [Female] → press ⑤ (Select).**



4 **Press ID (Confirm) until the display returns to the Basic Features screen.**

The voice type automatically changes based on your selection in step 3.

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Volume and Voice Speed Settings

You can set the volume and speed of Voice Navigation messages.

NOTE

- The default settings for the voice volume and speed are '0 (Standard)'.
- Voice guide is available for this setting.

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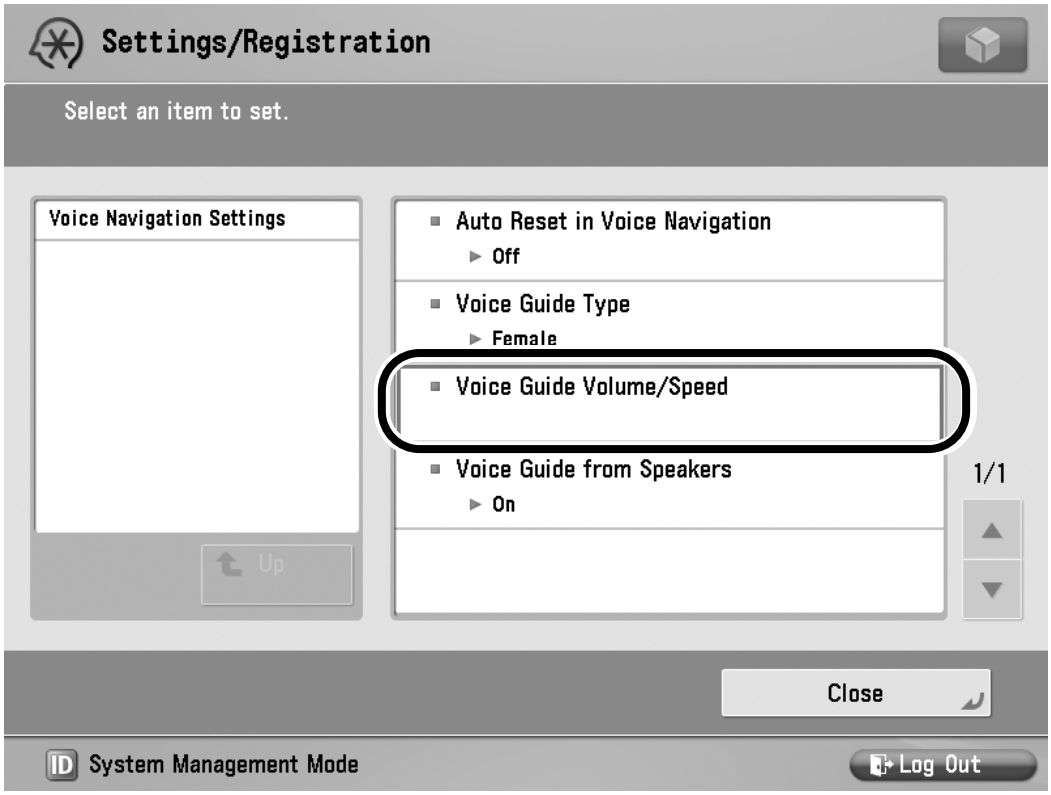
1 Press (Settings/Registration) → move the focus to [Voice Navigation Settings] → press 5 (Select).

If necessary, see the screen shot in step 1 of "Setting the Auto Reset Mode," on p. 4-8.

The voice guide announces that the Voice Navigation settings screen is displayed.

2 Press 4 (Back) or 6 (Next) to move the focus to [Voice Guide Volume/Speed] → press 5 (Select).



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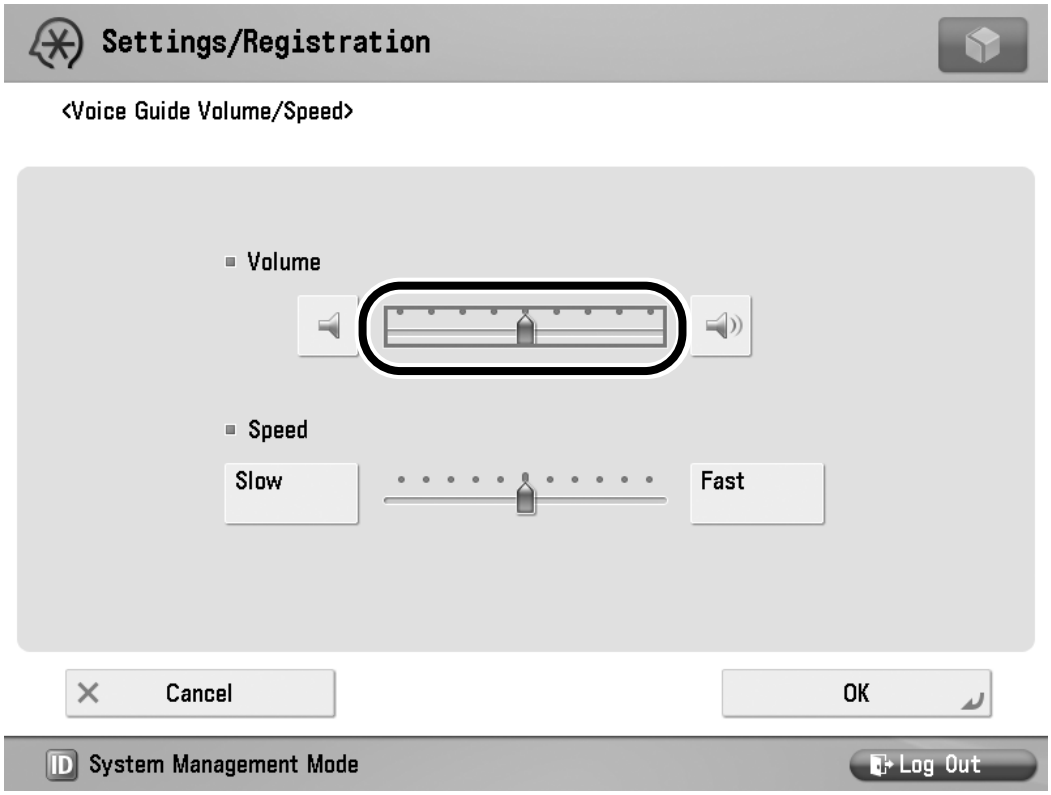
The voice guide announces that the Voice Guide Volume and Speed screen is displayed.

3 Press 5 (Select) → press 4 (Back) to move the indicator to the left to decrease the volume. Press 6 (Next) to move the indicator to the right to increase the volume → press 5 (Select).



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There are nine volume levels. As the indicator moves to the left, the volume decreases from -1 to -4. Minus 1 is slightly lower than the standard volume setting, and -4 is the lowest setting. As the indicator moves to the right, the volume increases from +1 to +4.

Example:
If the indicator is in the middle (the Standard setting), and you press 6 (Next), the indicator moves to the right. The voice guide will say, "Plus 1."

You can also adjust the volume using * and #. (See "Control Panel," on p. 1-6.)

❑ **Press ID (Confirm).**

The voice guide announces that the Voice Guide Volume and Speed screen is displayed.

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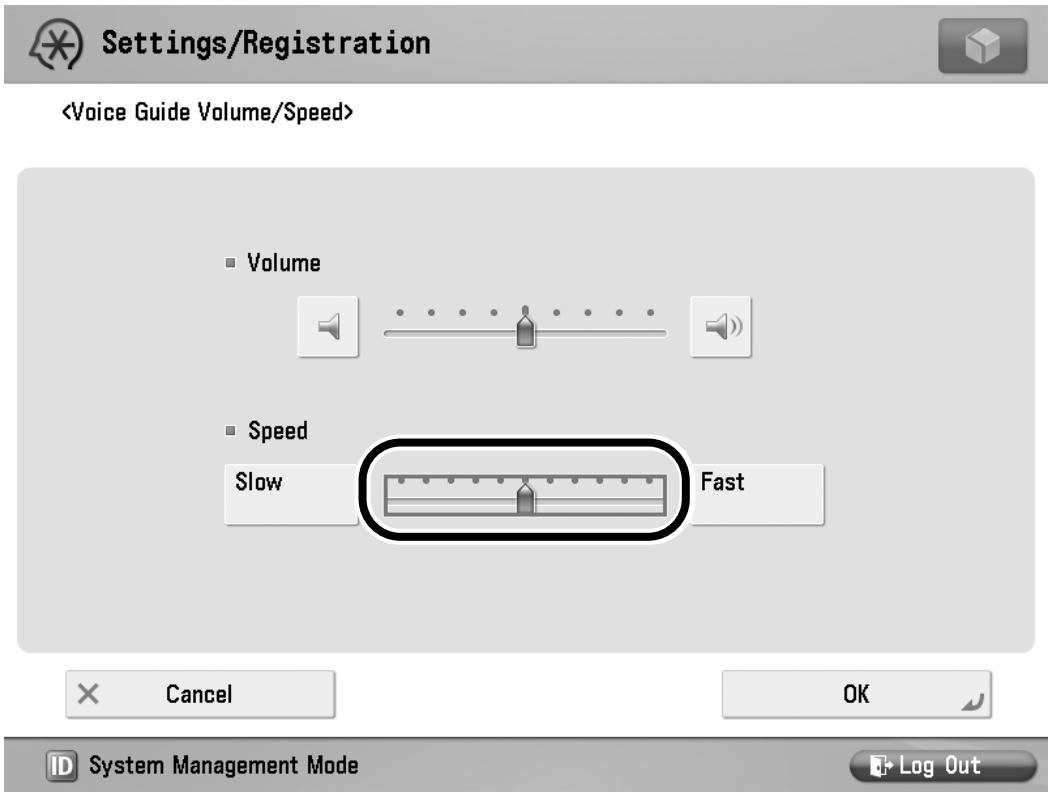
4 To set the voice guide's reading speed:

❑ Press 6 (Next) to move the focus to the Speed indicator → press 5 (Select) → 4 (Back) or 6 (Next) to adjust the voice guide's speed → press 5 (Select).



There are 11 speed levels (from -5 to +5). As the indicator moves to the left, the speed decreases. As the indicator moves to the right, the speed increases.

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❑ Press ID (Confirm).

The voice guide announces that the Voice Guide Volume and Speed screen is displayed.

5 Press ID (Confirm) until the display returns to the Basic Features screen.

IMPORTANT

The speed/sound setting is only enabled after you press ID (Confirm).

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Enabling/Disabling the Voice Guide from Speaker

You can set whether to output Voice Navigation messages from the speaker.

NOTE

- The default setting is 'On'.
- If you select [OFF], listen to the Voice Navigation messages using headphones or earphones.

1 Press (Settings/Registration) → move the focus to [Voice Navigation Settings] → press 5 (Select).

If necessary, see the screen shot in step 1 of "Setting the Auto Reset Mode," on p. 4-8.

The voice guide announces that the Voice Navigation settings screen is displayed.

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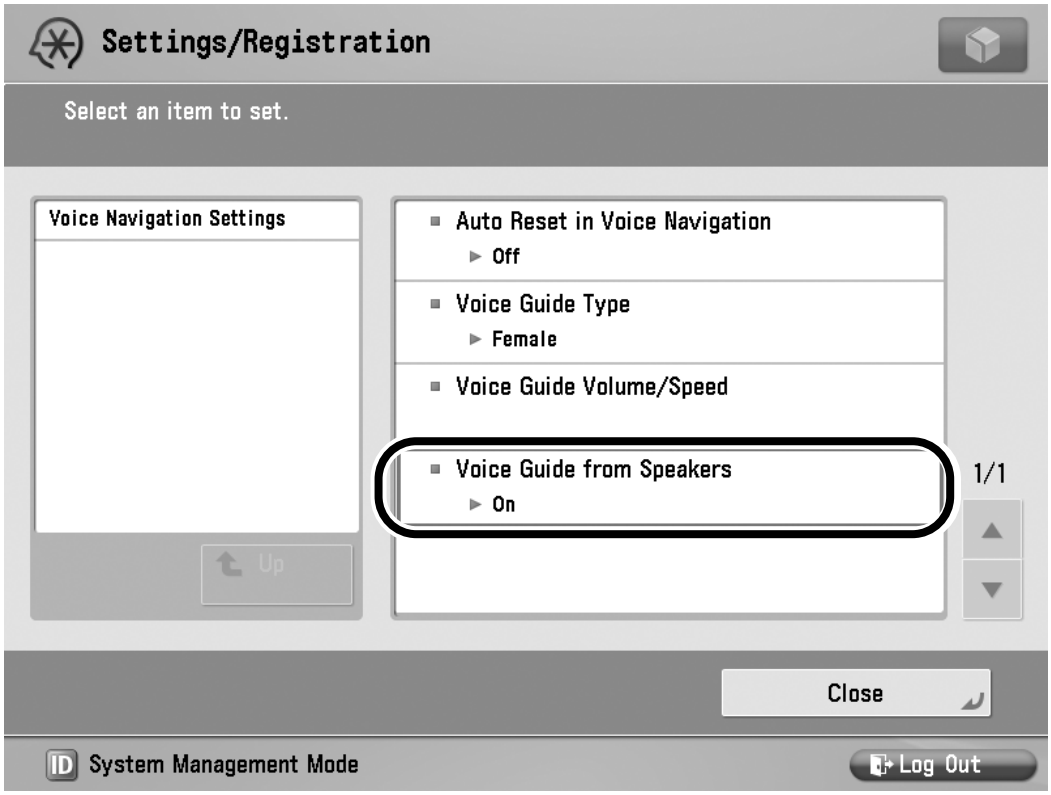
2 **Press 4 (Back) or 6 (Next) to move the focus to [Voice Guide From Speakers] → press 5 (Select).**



The voice guide announces that the Voice Guide From Speakers settings screen is displayed.

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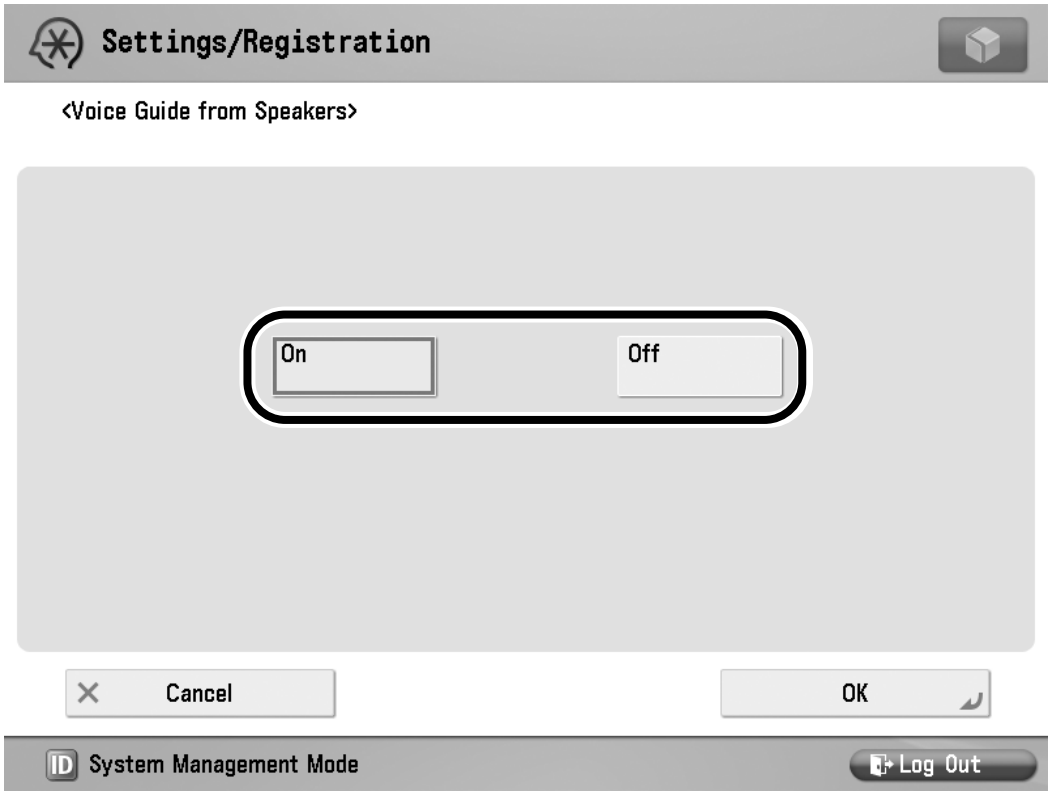
3 Press 4 (Back) or 6 (Next) to move the focus to [On] or [Off] → press 5 (Select).



4 Press ID (Confirm) until the display returns to the Basic Features screen.

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Appendix

5 CHAPTER

This chapter explains the functions that are supported by the Voice Navigation mode.

Copy Mode Summary 5-2

Send/Fax Mode Summary 5-10

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Copy Mode Summary

The following is an explanation of the copying modes which can be used with the Voice Navigation mode. For more information, see Chapter 2 or the instruction manuals that came with your machine.

Mode Name	Summary
Copies	Set how many copies to make (up to 999 or 9,999, depending on the model of the machine.)

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Mode Name		Summary
Copy Ratio		Specify the zoom ratio for the copies. You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually.
	Preset Zoom	Offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.
	Auto Zoom	You can set the machine to automatically select the appropriate zoom ratio based on the size of the original and the selected copy paper size.
	Direct or 1:1	Sets the copy ratio to 100%.
	Zoom by Percentage	Enables you to specify a copy ratio in 1% increments to reduce or enlarge copies.

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Mode Name		Summary
Paper Select		Select the paper size and paper source containing the desired paper size.
	Automatic Paper Selection	The machine automatically selects the copy paper size based on the size of your original.
Finishing	Collate (Page order)	The copies are automatically collated into sets arranged in page order.
	Group (Same pages)	All copies of the same original page are grouped together.
	Staple	The copies are automatically collated into sets arranged in page order and stapled.
	Offset	The copies are shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals.

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Mode Name		Summary
Finishing	Z-Fold	The machine automatically Z-folds 11" x 17"/A3 copies into LTR/A4 copies, respectively.
	Accordion Z-Fold	The machine folds LTRR/ A4R copies into accordion Z-fold.
	C-Fold	The machine C-folds LTRR/ A4R copies into three-fold copies.
	Half Fold	The machine half-folds LTRR/A4R copies into STMT/A5 copies.
	Double Parallel Fold	The machine folds A4R copies into double parallel fold.
	Saddle Fold	The machine saddle-folds multiple sheets in 2-folds.
	Hole Punch	The machine punches two or three holes (depending on the paper size) into the copies.

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Mode Name		Summary
Finishing	Rotate 90 Degrees	The copies are automatically collated into sets arranged in page order, and are output in alternating directions.
	Face Up/ Face Down	Specify whether the printed sheets are output as face up or face down.
2-Sided	1-Sided▶ 2-Sided	Enables you to make 2-sided copies from 1-sided originals.
	2-Sided▶ 2-Sided	Enables you to make 2-sided copies from 2-sided originals. If the originals are placed in the feeder, they are automatically turned over to make 2-sided copies.
	2-Sided▶ 1-Sided	Automatically turns over 2-sided originals placed in the feeder to make 1-sided copies on different sheets of paper.

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Mode Name		Summary
2-Sided	Book▶ 2-Sided	Enables you to make 2-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.
Density		Enables you to manually adjust the copy exposure to the most appropriate level for the original.
	Background Density	Enables you to make copies by erasing the background color of the original.

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Mode Name		Summary
Original Type	Text/Photo/ Map Mode	This mode is best suited for making copies of originals that contain both text and photos, or originals such as maps that contain fine text and diagrams.
	Photo Printout Mode	This mode is best suited for making copies of photos printed on photographic paper.
	Printed Image Mode	This mode is best suited for making copies of images printed with halftone dots.
	Text Mode	This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

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Mode Name		Summary
Select Color	Auto (Color/ Black)	Detects whether the original is color or black-and-white, and selects the appropriate mode.
	Full Color	Copies the original in the Full Color mode, regardless of whether it is a color or black-and-white original.
	Black	Copies the original in the Black and White mode, regardless of whether it is a color or black-and-white original.
	Single Color	Enables you to copy in a single color.
	Two Colors	Enables you to copy in a single color and black.

NOTE

- Some functions may not be available, depending on the model of your machine.
- Some of these functions may require optional equipment.

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Send/Fax Mode Summary

This section describes the Send/Fax functions you can use with the Voice Navigation mode.
For more information on the various functions, see Chapter 3 or the instruction manuals that came with your machine.

Mode Name	Summary
New Address	You can specify the destination that has not been stored in the Address Book. (such as an e-mail address, I-fax address, or file server address)

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Mode Name		Summary
Favorites Settings		If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.
Scan Settings	2-Sided Original	You can set the machine to automatically turn over 2-Sided original that are placed in the feeder, and scan each side separately.

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Mode Name		Summary
Scan Settings	Different Size Originals	You can scan different size originals with the same widths (11" x 17" and LTR, LTRR and STMT, A3 and A4, or B4 and B5) or different widths (11" x 17" and STMT, LTR and LGL, A3 and B4, or A4 and B5), together as one group by setting them in the feeder.
	Scan Size	You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies. Specify the document size as well, if you want to scan an 11" x 17" or A3 original with an image that extends all the way to the edges without the periphery of the original being cut off. You can also store the specified document size.

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Mode Name		Summary
Scan Settings	Copy Ratio	You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually before scanning the original.
	Resolution	You can specify the resolution before scanning the original.
	Density	You can manually adjust the scan exposure to the most appropriate level for the original.
	Original Type	You can manually select the original type according to the type of image that you are scanning.

NOTE
Some of these functions may require optional equipment.

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